

# PERFORM Operating Document

## Maintenance and Booking Procedures for the Medical Emergency Cart

### PC-POD-GA002-v02

#### Revision History

Version	Reason for Revision	Date
02	Update format, supplies list	June/8/2020

## 1. Introduction

The medical emergency cart has been developed as a tool to support projects requiring medical supervision. It is only to be used by a Medical Practitioner in the event of a participant having an adverse reaction that requires treatment prior to the arrival of emergency services.

The objectives of the current PERFORM Operating Document (POD) are to describe (1) how to book the medical emergency cart and (2) the procedures for maintaining the medical emergency cart.

Please note to always call Concordia security 3717 (514-848-3717) to coordinate emergency services response. Refer to PC-SOP-GA-009.

## 2. Booking the Emergency Cart

It is the responsibility of the primary investigator to have the medical emergency cart booked along with the platform they plan to use on PERFORM's booking website: <https://perform.concordia.ca/Booking/>. The cart is listed under the Support Systems folder. Please indicate in the reservation comments where you will need the medical emergency cart. The primary investigator or their research coordinator must provide the supervising medical practitioner with the list of available items in the medical emergency cart prior to starting the project.

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The medical emergency cart can only be moved by a PERFORM Supervisor in preparation for a project taking place outside of the Bio-Imaging Suite. The permanent storage of the medical cart will be in the Bio-Imaging Suite. The cart is to remain in a controlled-access room (locked) when not being used.

If anyone notices items that are broken, missing or in low stock please advise the Supervisor, Nuclear Medicine (ext. 4151) who will provide the maintenance and stocking of the medical emergency cart.

It is not expected that the items in the cart be used as part of a research projects normal protocol; however, arrangements can be made to make them available for such use.

### 3. Contents

The medical emergency cart has been stocked with a minimal list of items. It does not provide the full complement of drugs or equipment which would be expected to be available in a hospital emergency room setting.

#### 3.1. Reference Documentation

On the top of the medical emergency cart you will find the following documentation:

- Blue binder: with the cart's inventory, emergency notes forms and pens
- 2010 Handbook of Emergency Cardiovascular Care for Healthcare Providers
- Laminates with different emergency procedure algorithms
- Paper and pens

Notes should be taken during any intervention that requires the use of the medical emergency cart. If the participant is being transferred to the care of Emergency Medical Services a copy of these notes should be given to them. Once the situation is under control it will be mandatory for those involved to fill out an incident form (<https://www.concordia.ca/campus-life/safety/injury.html>).

#### 3.2. AED – Automated Defibrillators

There are several AEDs located throughout the PERFORM Centre. Prior to starting a study, locate the one nearest to the platform that will be used.

#### 3.3. Supplies

The following is a list of supplies available in the medical emergency cart:

Accucheck Safe-T-Pro Plus Lancing devices	Mcgill forceps (large)
Adult manual resuscitator	Medication labels

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Blue absorbent pads	Needles 18G
Disposable kidney basin	Needles 25G
Extension for injection	Mepore film IV dressing
Facemasks	Non-sterile 2x2 gauze
Filter needles	Oxygen tank, masks, nasal cannula
Flashlight	Safety goggles/glasses
Freestyle glucometer and strips	Scissors
Guedel (set of 6)	Sterile 2x2 gauze
Hypoallergenic tape	Stethoscope
Interlink adaptor	Syringe 3cc
Isopropyl Alcohol wipes	Syringe 5cc
IV Access catheters 22G	Syringe 10cc
IV Administration set	Syringe 20cc
IV Solutions 500ml Normal Saline	Tourniquets
Latex-free Nitrile gloves Large	
Latex-free Nitrile gloves Medium	
Latex-free Nitrile gloves Small	

**3.4. Medication**

The following is a list of medications available on the medical emergency cart.

ASA 81mg/co pills
Atropine
Dextrose 50%
Dimenhydrinate
Diphenhydramine
Epinephrine
Lorazepam
Nitro sublingual spray
Salbutamol puffer

**3.5. Oxygen – Easy-Ox Tank**

The Easy-Ox system requires no specific maintenance and volume levels are shown on the valve without turning the system on. No special wrench is required to operate the system: simply turn the green valve to the prescribed flow rate once attached to a mask or nasal cannula.

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**3.6. Inventory – Expiry**

The Supervisor of Nuclear Medicine will maintain a database of the inventory and expiry dates of the items in the cart. The cart will be verified after each use or at least once per quarter. New supplies will be ordered as required to replenish low stock or expired items.