

PERFORM Operating Document

Maintenance and Booking Procedures for the Medical Emergency Cart

PC-POD-GA002-v01

Revision History

Version	Reason for Revision	Date
01	New POD	July/24/2015

Summary

The content of this PERFORM Operating Document (POD) provides guidelines for the maintenance and booking procedure of the medical emergency cart identified as equipment inventory at the PERFORM Centre, Concordia University.

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I. Definition of Terms

Term	Definition
Adverse reaction	Expected/unexpected unwanted effect of an intervention that may require medical attention
Coordinator	Person responsible for coordinating the research, community, and teaching activities of a specific platform
Emergency services	911 Urgences-Santé
Area Manager	Person responsible for all activities in a given area of PERFORM such as the athletic therapy clinic, clinical analysis laboratories, conditioning floor, etc.
Medical Practitioner	A doctor who is licensed by the Collège des médecins du Québec
PERFORM operating document (POD)	Operating documents that are specific to an instrument or technique that require approval by area managers
Primary Investigator (PI)	Head researcher that is responsible for all aspects of a given research project or program at PERFORM
Supervisor	Knowledgeable person regarding all or an aspect of a project or program and is familiar with PERFORM's best practices, that is responsible for ensuring that users conduct their activities in a safe manner and within the scope of the project.

PERFORM Centre**2. Introduction****2.1. Background**

The medical emergency cart has been developed as a tool for use by Medical Practitioners in cases where it has been determined that the risks involved in a research project require medical supervision.

2.2. Purpose

The goal of the medical emergency cart is to support a Medical Practitioner's response in the event of a research participant having an adverse reaction and requiring treatment prior to the arrival of emergency services and transfer of care to an appropriate medical facility. The objectives of the current POD are to describe (1) how to book the medical emergency cart and (2) the procedures for maintaining the medical emergency cart.

Note: Always call Concordia security 3717 (514-848-3717) to coordinate emergency services response. Refer to PC-SOP-GA-009.

2.3. Scope

This POD applies to all PERFORM projects that require medical supervision with the presence of a medical emergency cart.

2.4. Responsibilities

It is the responsibility of the primary investigator to have the medical emergency cart booked along with the platform they plan to use in PERFORM's Central Booking system. The primary investigator must provide the supervising medical practitioner with the list of available items in the medical emergency cart prior to starting the project.

The medical emergency cart can only be moved by a PERFORM Coordinator or PERFORM Area Manager 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 of Nuclear Medicine 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 project normal protocol; however, arrangements can be made to make them available for such use.

2.5. Relevant documents

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- PC-POD-GA-001: PERFORM Centre Booking System for Facilities and Equipment
- PC-SOP-GA-005: Professional Supervision of Physical Activity and Exercise Testing at the PERFORM Centre
- PC-SOP-GA-007: General Access to PERFORM Centre
- PC-SOP-GA-009: Emergency Response Procedures at the PERFORM Centre
- PC-SOP-GA-011: Guidelines for Management of Incidental Findings at PERFORM
- PC-POD-CF-001: Clearance for Physical Activity at PERFORM
- PC-POD-CP-002: Use and Cleaning Procedures for Manual and Automatic Aneroid Sphygmomanometers.

NOTE: This POD defers to Concordia's policies at all times.

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3. Contents

The medical emergency cart has been stocked with a list of items which could be necessary in case of an adverse reaction occurring in a participant taking part in a research protocol at PERFORM. It does not provide the full complement of drugs or equipment which would be expected to be available in an 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 (Appendix II) and pens
- 2010 Handbook of Emergency Cardiovascular Care for Healthcare Providers
- Laminates with different emergency procedure algorithms

3.2. Blood Pressure and Oxygen Saturation Monitor

A Mindray Accutorr V blood pressure and oxygen saturation monitor has been added to the medical emergency cart so there will be no need to book a separate one.

3.3. AED – Automated Defibrillators

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

3.4. Supplies

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

3M Tegaderm iv dressing	Lubricating jelly
Accucheck Safe-T-Pro Plus Lancing devices	Mcgill forceps (large)
Adult manual resuscitator	Medication labels
Blue absorbent pads	Needles 18G
Chlorhexidine wipes	Needles 22G
Disposable kidney basin	Needles 25 G
Extension for injection	Non-sterile 2 x 2 gauze
Facemasks	Oxygen tank/masks/nasal cannula
Flashlight	Safety goggles/glasses
Freestyle glucometer and strips	Scissors
Guedel (set of 6)	Sodium Chloride 0.9% 10mL
Hypoallergenic tape	Sterile 2 x 2 gauze
Interlink adaptor	Sterile water 10cc

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Isopropyl Alcohol swabs/wipes	Stethoscope
IV Access catheters 18G	Syringe 10cc
IV Access catheters 20G	Syringe 20cc
IV Access catheters 22G	Syringe 3cc
IV Administration set	Syringe 5cc
IV Solutions 1000 ml Normal Saline	Syringe 60cc
IV Solutions D5W 250mL	Tourniquets
IV Solutions Normal Saline 500mL	
Latex-free Nitrile gloves Large	
Latex-free Nitrile gloves Medium	
Latex-free Nitrile gloves Small	

3.5. Medication

The following is a list of medications available on the medical emergency cart. Only use under the supervision of a medical practitioner.

Adenosine	Lidocaine
Amiodarone	Lorazepam (Ativan) 1mg po
ASA 81mg/co pills	Magnesium Sulfate (backordered)
Atropine	Metoprolol (Lopressor) vial
Calcium chloride	Metoprolol (Lopressor) 25mg/co pills
Clopidogrel (Plavix)	Morphine
Dextrose 50%W inj. USP	Naxolone (Narcan)
Dimenhydrinate (Gravol)	Nitrolingual Sublingual spray
Diphenhydramine (Benadryl)	Norepinephrine
Epinephrine	Phenytoin (Dilantin)
Furosemide	Ranitidine (Zantac)
Glucagon injection syringe	Salbutamol puffer (ventolin)
Heparin	Sodium Bicarbonate
Hydrocortisone (Solu-cortef)	Verapamil (Isoptin)

3.6. Oxygen – Easy-Ox Tank

The medical oxygen is only to be used as prescribed by a medical practitioner. 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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The Supervisor 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.

APPENDIX I:

POD Training Record Form

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POD Title

Maintenance and Booking Procedures for the Medical Emergency Cart

POD Code

Ownership	Document type	Area	POD Number	Version
PC	POD	GA	002	01

Training Record

Full Name	
Institution	
Contact (email or phone number)	

Signature

Sign here

Date

APPENDIX II:

Emergency Notes Form



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EMERGENCY NOTES FOR

NAME : _____
DOB : _____
RAMQ : _____
PHONE : _____

TIME	DESCRIPTION	INITIALS

Responder #1

Signature

Date

Responder #2

Signature

Date



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EMERGENCY NOTES FOR

NAME : _____
DOB : _____
RAMQ : _____
PHONE : _____

TIME	MEDICATION	DOSE	INITIALS

CHECK LIST

COPY EMERGENCY NOTES	FAMILY NOTIFIED	
PERSONAL ITEMS	EHS INCIDENT REPORT TO BE FILLED OUT AFTER TRANSFER TO EMS	
RAMQ/HEALTH CARD		