

OREGON STATE HOSPITAL

POLICY ATTACHMENT

PROCEDURES B: Emergency Medical Equipment Maintenance **POLICY: 8.038**

POINT PERSON: Chief Medical Officer

APPROVED: Interim Superintendent **DATE: JUNE 24, 2024**

SELECT ONE:

☒ New policy attachment

☐ Minor/technical revision of existing policy attachment

☐ Reaffirmation of existing policy attachment

☐ Major revision of existing policy attachment

I. CODE BLUE EMERGENCY MEDICAL EQUIPMENT

A. Code Blue Carts and Bags

- a. Each cart and bag must have a numbered tag that is placed and tracked by the Code Blue Medical Team.

B. AEDs

- a. Each device must have a Bio Medical numbered tag and asset tag.
- b. These devices also have a battery expiration tag, this must be updated each time batteries are changed.

C. Suction Machines

- a. Each device must have a Bio Medical numbered tag and asset tag.

D. Oxygen

- a. Oxygen tanks are maintained by an outside vendor.

II. STAFF RESPONSIBLE FOR EQUIPMENT CHECKS

All staff tasked with conducting equipment checks must have the appropriate OSH provided training and/or be a licensed Nurse.

RESPONSIBLE PERSON/GROUP	LOCATION	CADENCE	RETENTION LOCATION
Treatment Services Staff	Inside the Secure Perimeter (Treatment Malls, Vocational Services, Gyms, Patient Dining)	Daily*	Code blue team will retain after monthly checks
Trained Security Staff	Kirkbride and Valley Cafes	Daily	Code blue team will retain after

			monthly checks
Unit Nursing Staff	Inside the Secure Perimeter (Units)	Daily	Code blue team will retain after monthly checks
Admissions Staff	Admissions	Every Working Day	Code blue team will retain after monthly checks
Medical Clinic Nursing Staff	Medical Clinic	Every Working Day	Code blue team will retain after monthly checks
Treatment Services Staff	The Empowerment Center	Every Working Day	Code blue team will retain after monthly checks
Trained Safety Staff	Outside the Secure Perimeter	Weekly	Code blue team will retain after monthly checks

*Staff do not need to conduct checks on Holidays.

III. REGULAR CHECKS OF EQUIPMENT

RESPONSIBLE PERSON/GROUP	PROCEDURES
Staff Required to Conduct Emergency Medical Equipment Checks	- Staff must complete checks of emergency medical equipment as detailed in the above table; this must be logged on the Emergency Medical Equipment Checklist (Attachment B). These checks must include: - Ensure the code blue lock is present and secure, - If the lock is missing or broken, staff must immediately contact the code blue team and communicate where this occurred and if any items are missing. Code Blue contact information is secured to the code blue bag or cart.

	1. If a bag lock is broken, staff must contact code blue team for a replacement, if code blue team is not available staff must contact Reception (Salem) or Access Control (Junction City). 2. If a Cart lock is broken: a. If the Code Blue Nurse is unavailable, a Lead Nurse/Program Nurse Manager (PNM) must check cart or bag inventory and restock items as needed and able with the resources that are readily available. b. If a Lead Nurse/PNM is not available, a Director of Nursing Services (DNS) must check inventory and restock as needed and able with the resources that are readily available. c. Nursing staff restocking carts must relock all carts with locks available on unit. Code Blue Team will provide a number lock upon their return. d. If Naloxone (Narcan) is needed outside of normal business hours, staff must contact Reception (Salem) or Access Control (Junction City) to contact the on-call pharmacist for restocking needs. NOTE: Staff must Notify the Code Blue Team of any additional required replacement items not available on the unit ii. If inside the secure perimeter or patient care areas and the code blue lock has been broken, 1. If an item could be considered contraband or a prohibited item and is missing from the code blue bag or cart, Staff must follow OSH policy 8.044 "Contraband and Prohibited Items." b. Check AED, confirm it is present and is displaying a green check. i. The AED performs self-diagnostic checks and will show a red X if there are any functional problems. ii. If this occurs, staff must immediately contact the Code Blue Team. If this occurs After normal business hours, on the weekend or holiday, contact Reception (Salem) or Access Control (Junction City) for a replacement. Staff must also complete a Facilities work order.
--	--

	c. Check Suction machine, ensure it is plugged in, the orange light is illuminated, and the tubing and wand are present, i. In Junction city, only red outlets meet this requirement, in Salem, all outlets meet this requirement. ii. Both the tubing and wand must be in sealed packaging, they may not be open or connected to the machine prior to use. iii. Suction canister, tubing and wand must be replaced between patients or if found open, contact the Code Blue Team for replacements. iv. If this occurs, staff must immediately contact the Code Blue Team. If this occurs After normal business hours, on the weekend or holiday, contact Mobile 2 (Salem and Junction City) for a replacement. Staff must also complete a Facilities work order. d. Check oxygen, confirm the amount is more than or equal to 1000 pounds per square inch (psi) i. Replacements for low or empty tanks may be obtained from the oxygen storage room. ii. For assistance with the oxygen replacement, staff may contact the Code Blue Team. e. Ensure the lock number matches the number listed checklist. i. Each bag or cart will only have one numbered tag. 2. If any equipment is damaged or missing, staff must notify their management, contact the code Blue Team, and complete a work order. 3. If equipment is visibly unkempt, staff must wipe down the equipment with a sanitizing wipe. a. If medical equipment has been contaminated with biohazard material, it must be cleaned and sanitized, in place, by the user or unit prior to transportation to another location. b. If and when equipment has become contaminated internally and cannot be disinfected prior to transportation, staff must follow the Infection Control Plan up to and including affixing a sticker with a biohazard symbol. 4. After the Code Blue Nurse restocks and completes their monthly checks of the Code Blue cart or bag, staff assigned to conduct emergency medical equipment checks must validate that the documented tag numbers match the tags on the cart.
--	--

	NOTE: The emergency medical equipment checklist must always be kept with the emergency cart or bag.
Code Blue Nurse	MONTHLY 1. A Code Blue Team Nurse must: a. Select a day in the month for each campus to conduct monthly checks, this should be in alignment with pharmacy medication checks. b. Retain an internal tracker for monthly checks. c. Obtain the previous month's completed Emergency Medical Equipment Checklist from each location and retain for a year, then discard. 2. Conducting the Code Blue Equipment Check a. Check every cart and bag on each campus. b. Open them (this will break the cart/bag seal). c. Inventory items and confirm all items are present; this includes the emergency medical equipment on top of the carts. d. Check expiration dates on emergency medical equipment; this includes the expiration date tags of the AED pads. e. Restock items as needed. f. Relock the carts with a numbered tag. g. Document the tag number on the emergency medical equipment checklist and on internal code blue tracker. h. Take the completed checklist from the cart or bag and retain for one year. NOTE: The current emergency medical equipment checklist must be kept with the code blue equipment.
Medical Equipment Coordinators	Suction Machines 1. A member of the Bio Medical Department Team must examine suction machines on both a quarterly and annual basis, as is recommended by the manufacturer. a. Quarterly: i. Run the machine on its battery for 15 minutes. b. Annually: i. Run the machine on its battery for 42 minutes. ii. Test the machine's suction strength per the manufacturer guidelines. iii. Electrical check c. If a suction machine is damaged:

	i. A member of the Bio Medical Team shall retrieve the damaged machine and replace with another machine. i. The Bio Medical Team will assess the damaged machine, and repair. ii. After repairs are completed, the Bio Medical Team will test the repaired machine as is recommended by the manufacturer. AED 1. A member of the Bio Medical Department Team must examine AEDs on a monthly basis, not to exceed 30 days between checks. a. Monthly checks: i. Push the button on the AED to test; the device will self-run diagnostics. ii. The battery must be changed no later than the manufacturer recommendation but may be replaced sooner at the discretion of the Bio Medical Department. b. If an AED is damaged, the device must be discarded. The Bio Medical Team will retire the device and replace it with a new device.
--	---

IV. EQUIPMENT CHECKS AFTER USE

RESPONSIBLE PERSON/GROUP	PROCEDURES
Code Blue Team	Cart or Bag 1. Code Blue team must inventory the used code blue cart or bag after every instance a code blue bag or cart lock is broken. 2. If Naloxone (Narcan) is needed to restock the cart or bag, contact pharmacy to restock based on the inventory sheet. 3. Staff must restock items as needed and add a new Code Blue Lock, this must be documented on the code blue internal tracker and emergency equipment maintenance checklist. AED 1. In the event of a code blue event and the AED has been opened with the intent of use, Code Blue team must obtain the AED after the event has concluded from Security. 2. The AED will be collected as evidence and given to the code blue nurse a. Security will replace the AED that has been removed from the site of the code blue while the opened AED is assessed.

	3. The information is downloaded and retained internally by the Code Blue Team; a copy is printed for Chief of Medicine (COM). 4. The AED must be cleaned of any debris and the pads and batteries must be replaced. 5. The AED is returned to the original location and the lender AED must be returned to Security. Suction Machine 1. After a suction machine is used for a code blue event, the code blue team must notify a Medical Equipment Coordinator that a suction machine has been used.
Pharmacy	1. If Naloxone (Narcan) is used, pharmacy must restock the bag or cart appropriately.
Medical Equipment Coordinators	Suction Machines 1. After the machine has been used, it must be checked for possible damage. 2. The suction strength and battery must be tested to ensure proper function.
Staff Required to Conduct Emergency Medical Equipment Checks	After use and if Emergency Medical Equipment has been replaced, staff must check the equipment tags and criteria detailed above.