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|  | **Inpatient Phlebotomy Cart Use and Maintenance**  **IPP#23** | **Dept:** | **Inpatient Phlebotomy 324305** |
| **Effective Date:** | **2/17/2011** |
| **Revised Date:** | **March 2019** |
| **Contact:** | **Laurie Watson** |
| **Name & Title: Greg Pomper, MD Medical Director** | | **Date:** |  |
| **Signature:** | | | |

**1)**  **General Procedure Statement:** To give guidelines to staff concerning the proper process for using and maintaining the Phlebotomy Cart.

1. **Purpose:** This procedure is to serve as a guide for trained personnel in the Inpatient Phlebotomy Department to perform the services described herein. These guidelines should be used in conjunction with proper training and only by qualified Phlebotomists.
2. **Responsible Department/Party/Parties:** 
   * 1. Procedure owner/ Implementer: Inpatient Phlebotomy
     2. Procedure prepared by: Laurie Watson
     3. Who Performs procedure: Inpatient Phlebotomy

**2) Procedure: Phlebotomy Cart Use and Maintenance**

a. Inpatient Phlebotomy carts are used to transport Phlebotomy baskets, mobile identification devices, printers, phones and other supplies throughout the rounds. In an effort to promote a professional image, and to comply with Infection Prevention standards, the Phlebotomy team will maintain clean and uncluttered carts.

b. Carts are not permitted in patient rooms.

c. The handles of the carts must be wiped down with Caviwipes at the end of each shift. Carts must not contain cardboard boxes, bags taped to the sides, or rolls of tape hanging from the side of the cart. Additional supplies/batteries/labels can be transported on the carts, but they must be in containers with solid bottoms.

d. Carts will be thoroughly cleaned and pressure washed on a monthly basis, on the first business day of the month. This service is provided by facilities.

e. Tubes and other supplies are checked for expiration dates at the time the carts are emptied for cleaning.

**3) Review/Revision/Implementation:**

All procedures must be reviewed at least every 2 years.

* All new procedures and procedures that have major revisions must be signed by the CLIA Laboratory Medical Director.

* All reviewed procedures and procedures with minor revisions can be signed by the designated section manager.
* **Related Procedures: N/A**
* **References: N/A**
* **Attachments:** Cart Cleaning Schedule IPP#23.1
* **Revised/Reviewed Dates and Signatures:**

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| Review Date: | Revision Date: | Reason: | Signature: |
|  | 3/6/2017 | Reformatted to Medical Center standard template | Laurie Watson, MT, ASCP |
|  | 2/21/2019 | Revised signature page, added SPOT | Laurie Watson, MT, ASCP |
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