

Standard Operating Procedure

Case Cart Transport

Date August 31, 2016

Applicable to:

Team Members Performing: Transporters and PSTs

I. Purpose:

Provide instruction to Transporters/PSTs on the proper case cart process. This will ensure timely delivery and return of instrumentation to the OR and dirty Instrumentation to VCCOC.

Tow Vehicle Operators can tow a maximum of:

1. (5) Case Carts with the Electric Hand Tugger
2. (3) Case Carts with Tow Vehicle
3. (2) Case Carts by hand

A. Receiving Carts from VCCOC

1. Remove/Expedite carts from truck
2. Scan carts to TVC Dock (Censitrac)
3. Load carts on TVC Dock elevators
4. Separate carts by attached license plates to VUMC Central Supply and Operating Rooms
5. Scan to VUMC Central Supply Processing
6. Central Supply reviews and tops off carts
7. Central Supply contacts Transporter/PST to pick up carts
8. Transporter/PST moves carts to elevators and load

B. Taking Carts to OR

1. Communicate to upstairs Transporter/PST that elevator is on the way
2. Remove carts from elevator
3. Review license plate on each cart for Staging Location (Zone 1, 2, 3, MCE, 4S, Hybrid)
4. Transport carts to correct Or Staging location/Zone
5. Scan carts to OR Staging location/Zone when cart is delivered

**C. Removing Dirty Case Carts from OR to Decontamination
OR Staff Responsibilities**

1. Place dirty carts outside OR including Zone 1, Zone 2, Zone 3, MCE Zone, 4South, L&D
2. Slide tag to RED (indicating dirty cart is ready for pick up)
3. Communicate via Push to Talk (PTT) phone that cart is ready for pick up (within 5 minutes)

**D. Transporter/PST Responsibilities – Instrumentation
A. Labor and Delivery (L&D)**

1. L&D is responsible for calling CSP Department for clean tray availability for delivery **CSP- #23082 or #20296**
2. Call Dispatch Line **#24133** to confirm clean instruments pick up and to pick up dirty instruments

E. Transporter/PST Responsibilities – Case Carts to Decontamination

1. Transport carts to VUHB dirty elevator #13. If elevator is unavailable, Use TVC or CCT Elevators
2. Load dirty case cart on elevator to Decontamination
3. Scan dirty cart into Decontamination area

F. Transporter/PST Responsibilities – Decontamination to VCCOC

1. Decontamination calls Transporter/PST for pick-up of dirty carts
2. Take dirty carts to TVC Dock elevator
3. Taking Specialty Racks to TVC Dock
4. Delivering Specialty Racks to CS
5. Scan carts to TVC Dock
6. Scan carts to VCCOC truck
7. Load carts onto truck

G. Supply Return Racks and Totes

1. Transport unused supplies from Central Supply to truck for return to VCCOC
2. Specialty rack will need to be delivered to CS in a timely manner
3. Green totes will be delivered to CS in a timely manner
4. Scan all racks to Truck to VCCOC
5. Scan all green totes to the Truck to VCCOC