El Paso - Ambulatory Clinic Policy and Procedure

<table>
<thead>
<tr>
<th>Title:</th>
<th>EMERGENCY EQUIPMENT IN CLINICAL AREAS</th>
<th>Policy Number: EP 2.8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regulation Reference:</td>
<td>Joint Commission MM.03.01.03</td>
<td>Effective Date: 07/2024</td>
</tr>
</tbody>
</table>

Policy Statement:

It is the policy of the Texas Tech Physicians of El Paso (TTP-EP) to standardize the contents of medical equipment used in clinics in case of medical emergencies.

Scope and Distribution:

This policy applies to all TTP-EP ambulatory clinics.

Policy:

1. All Clinics will standardize the emergency medical equipment to be utilized in their area.

2. If additional emergency equipment or medications are required by individual Clinic/s, these must be maintained and stored separately. All emergency equipment and emergency medications will be checked monthly utilizing attachment 2.8.A, Emergency Equipment Checklist. The Emergency Equipment Checklist only needs to include items suitable for the population being served. Items not used will be marked as not applicable (N/A).

Procedure:

1. Drug Box or Other Emergency Equipment:

   a. A drug box should contain a supply of drugs, approved by the Pharmacy & Therapeutics Committee, for use in emergencies only. A list of the contents should be maintained for monthly inspections.

   b. The emergency supply kit will be stored in a clearly marked portable container in a readily accessible area.

   c. An expiration label should be placed outside the emergency supply kit to ensure no expired drugs or supplies remain in the box. The earliest expiration date should be written on the label, and a designated nurse will be responsible for replacing the medication when the expiration date is reached.

   d. The emergency supply kit should be inspected monthly or as needed by a Unit Manager/Head Nurse or a designee. The lock will be broken to obtain access to the drug box, medications checked, and the lock replaced. Monthly inspections should be documented.

   e. Other emergency equipment, such as IVs and related supplies (if applicable), should be monitored monthly by assigned staff to ensure the integrity of stock and equipment.

ATTACHMENTS:

2.8.A – Emergency Equipment Check List

<table>
<thead>
<tr>
<th>Policy Number: EP 2.8</th>
<th>Original Approval Date: 2/2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Version Number: 2</td>
<td>Revision Date: 07/2024</td>
</tr>
</tbody>
</table>

Signatory approval on file by: Juan Figueroa, MD
Clinic Medical Directors Committee Chair
Director of Clinical Operations
Texas Tech Physicians of El Paso