

Medication Delivery Carts & Workstations on Wheels: Access, Care and Maintenance

Site Applicability:
PHC sites with Medication Delivery Carts (MDCs), and/or Workstations on Wheels (WOWs)
Scope:
<p>Responsibilities</p> <p>Nursing:</p> <ul style="list-style-type: none"> Stocks patient specific medications and medication administration supplies Cleans & disinfects WOW/MDC as defined by Infection Prevention and Control standards. Appropriate cleaning products, and instructions for cleaning and disinfection of each component are listed in Appendix A Plugs device into wall power when possible Monitors battery charge levels while device is unplugged, and changes batteries as needed Transfers medication to alternate/loaner cart in the event repairs are required or when the MDC requires a complete clean by environmental services staff <p>Nursing or delegate (e.g. Clinical Support Clerk (CSC)):</p> <ul style="list-style-type: none"> Completes Facilities Maintenance and Operations requisition for broken cart wheels, brakes or hand-sanitizer brackets Contacts IMITS Help Desk for MDC or WOW technology related issues i.e. computer, scanner, mouse, keyboard, batteries or drawers, including for replacement of broken device components <p>Patient or Resident Care Manager:</p> <ul style="list-style-type: none"> Liaises with unit staff, IMITS when a component of technology is recommended to be replaced, and approves the replacement as appropriate <p>IMITS:</p> <ul style="list-style-type: none"> Triages calls for device service for: <ul style="list-style-type: none"> Computer/monitor Keyboard and mouse

- Medication and supply drawers
- Barcode scanner
- Batteries, battery charger

Facilities Maintenance and Operations:

- Receives requisitions for MDC/WOW repairs for:
 - Broken wheels/brakes
 - Broken hand sanitizer brackets
 - Installation of hand sanitizer brackets

Occupational Health and Safety:

- Responds to nursing, as needed, for assistance with ergonomic adjustments and injury prevention strategies

Environmental Services:

- Refills or replaces hand sanitizer on the devices
- Performs deep cleaning of the devices once per month
- Performs additional deep cleaning of the devices upon request by unit

Procedures:

- MDCs and WOWs are both equipped with screens, mice, keyboards, and barcode scanners. MDCs are equipped with lockable drawers for the storage of medications, and are intended for use by clinicians who have medication administration within their role.
- This procedure applies only to MDCs and WOWs. For other equipment, including medication carts not equipped as above refer to the Infection Prevention and Control Master Cleaning List.
- MDCs may contain patient specific medications dispensed by pharmacy, patient's own non-controlled medication that has been ordered by a provider and relabeled by pharmacy, and medication preparation supplies (e.g. medication cups, needles and syringes, alcohol swabs).
- MDCs and WOWs may not contain or have unlabeled multi-dose medication vials, medication stashes, staff belongings or food including water bottles and mugs, medical equipment, patient food - including apple sauce and Fruitlax, or documents or paper bags taped to device surfaces.
- When not in use, MDCs drawers containing medication must be locked. If a cart containing medication is in use and unlocked, someone with authorized access to medication in the cart must be in attendance of the cart, and is responsible for the security of the medication in the MDC.

- Medications or biologics requiring refrigeration must be kept in a secure medication fridge.
- Clinical areas that close each day must store the MDCs containing medications in a locked room while the areas are closed.
- Medications must be removed by nursing staff from MDCs prior to an MDC being sent for repairs and before deep cleaning by environmental services (EVS) staff.

Procedure

- To access the medication drawers of the MDC using the keypad, enter the four digit code provided by unit leadership
- The medication cart drawers will remain unlocked for 10 seconds to allow time for access to a patient's medication drawer
- Ensure all medications are secured and drawers are closed completely prior to leaving the cart
- No medications are to be left unattended on top of the MDC at any time

Cleaning & Disinfection of WOWs/MDCs

For appropriate products for the following tasks, and definitions of quick, complete and complete cleaning, refer to [Appendix A](#)

Task	Frequency	Responsibility	Rationale / Tips
Quick cleaning	After exiting a patient zone/room, without isolation precautions in place	Nursing/User	WOWs/MDCs are high-touch surfaces, especially when taken into patient rooms/zones, environmental contamination or transference is highly likely
Complete cleaning	Once per shift, at the beginning of each shift Upon exiting a room with isolation/precautions	Nursing/User or delegate (e.g. CSC, ward aide per unit routine) Nursing/User	MDCs/WOWs should always be treated as a clean work surface for all tasks performed by the Direct Care User Isolation rooms have a higher burden of pathogens that can be transferred to other

			patients/staff through common surfaces/equipment
Cleaning and disinfection of patient specific medication drawer	After patient-specific items have been removed/discarded due to a discharge/transfer Once a month during deep cleaning	Nursing Environmental Services	Ensures a clean drawer is being utilized for a new patient, and follows the practice of cleaning and disinfection of patient-specific spaces/equipment between patients
Cleaning of spills or drips that occur on the top or sides, in drawers or bins with appropriate products	Immediately	Nursing/User	Continual maintenance of a clean working and storage areas on WOWs/MDCs prevents sticking, buildup or cross-contamination
Deep cleaning	Monthly	Environmental Services	Deep cleaning of all surfaces and components of the MDC/WOW decreases clutter, dust and ensures safe handling between healthcare workers and staff

Documentation

- Facilities Maintenance and Operations Service Portal
- [IMITS](#) service request (options for phone, self service, or email)
 - PC name and Asset number will be required on requisition

Related Documents:

1. [BCD-11-11-41006](#) - Medication Administration Policy
2. [B-00-16-13004](#) – Low Level Cleaning and Disinfection (Infection Control)

References:

Accreditation Canada (2017). Medication Management Standards.

Seal Shield (2022) *Complete product cleaning guide* Accessed October 11, 2022 at <https://sealshield.com/wp-content/uploads/2022/08/SS-Cleaning-Guide-Final-2022-1.pdf>

Codecorp (2021) *Code Shield, Disinfect confidently*. Accessed October 11, 2022 at [Code Shield, Disinfect Confidently codecorp.com, 2021](#)

Ergatron (2022) *Healthcare cleaning recommendations*. Accessed October 11, 2022 at <https://media.ergotron.com/reserved/resources/cartcleaninginst-orig.pdf>

Tangent. (2022). *Screen Cleaning Instructions*. Tangent Inc.

Appendices

Appendix A: How to Clean and Disinfect a Workstation on Wheels (WOW)/Medication Delivery Cart (MDC)

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How to Clean & Disinfect a Workstation On Wheels (WOW)/Medication Delivery Cart (MDC)

WHAT	WHO
Quick: ● All high-touch surfaces: <ul style="list-style-type: none"> barcode scanner/holder height adjustment handle FESR microphone (if used) medication drawer handles med prep/work surface keyboard & mouse pin pad 	Direct Care User
Complete: ● ◆ Quick clean, plus base & screen.	Direct Care User
Deep: ● ◆ ▲ Complete clean, plus inside medication drawers & all remaining surfaces.	Environmental Services



WHEN	Quick	Complete	Deep
Routine – once a shift at the beginning by Direct Care User		◆	
Before clean task (e.g. med prep, gathering clean supplies)	●		
Used within 2 meters of a patient/client without isolation/precautions	●		
Items/equipment from patient environment touched the WOW/MDC	●		
Exiting an isolation room		◆	
Visibly soiled (e.g. small area)		◆	
Heavily soiled (e.g. large area, drawers, crevices, etc.)			▲
Routine – monthly by Environmental Services			▲
After removal of patient-specific meds from MDC drawer (e.g. discharge)	Inside of drawer & handles		

HOW (2-Step Process)	Product to Use
Step 1: Clean with new wipe(s) using friction (rub/scrub). Step 2: Disinfect with new wipe(s). Allow to air dry following manufacturer recommended wet contact (dwell) time for disinfection.	<div> Accelerated Hydrogen Peroxide or Quaternary Ammonium (all surfaces except screen)  </div> <div> 70% Alcohol (screen only)  </div>

Adapted from VCH IPAC by PHC IPAC

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Persons/Groups Consulted

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FMO

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IMITS

IPAC

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