### Oxygen and Suction Equipment PHC Remote Procedure

<table>
<thead>
<tr>
<th>Target Audience</th>
<th>All Clinical Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jurisdiction</td>
<td>Primary Health Care Remote CAHS; Primary Health Care Remote TEHS</td>
</tr>
<tr>
<td>Jurisdiction Exclusions</td>
<td>N/A</td>
</tr>
</tbody>
</table>
| Document Owner  | Kerrie Simpson  
|                 | Atlas Development Officer Primary Health Care Remote CAHS |
| Approval Authority | Chair  
|                  | Primary Health Care NT Wide Leaders Committee |
| Author          | PHC Quality and Safety Team |

The attributes in the above table will be auto-filled from the PGC System. Do not update in this document.

### Purpose

To ensure all Primary Health Care staff are familiar with Oxygen and Suction Equipment held in remote health centres and ambulances. Primary Health Care staff must be aware of the contents and location of the Oxygen and Suction Equipment, and participate in relevant quality assurance checks detailed in this document.

### Procedure

#### 1. General Information

Oxygen and Suction equipment forms part of the emergency response equipment held in the health centre and is available via:

- oxygen cylinders with attached twin-o-vac for suction – (NE / ND size) for use in the health centre
- oxygen cylinder with attached twin-o-vac for suction – (ND size) available in the health centre ambulance
- Airway Kit - (CA: C / TE: CD size) for use in emergencies outside the health centre. See [Airway Kits](#).
- Portable Suction Unit

Within the health centre, it is preferable to store emergency equipment in one place if possible. Staff may utilise the [Emergency Equipment Checklist](#) to prompt identification of the emergency equipment and kits to be held in health centres. If there is a need to separate equipment, then notification must alert staff to the location of this equipment.

Provision of emergency care must be in accordance with an approved Scheduled Substance Treatment Protocol (SSTP), Primary Health Care (PHC) procedures and within the Health Practitioner’s scope of practice.

This document should be read in conjunction with [Emergency Equipment & Drugs – Overview](#).

---

1 While ‘ND / NE’ size cylinders are the commonly held oxygen cylinders for health centre oxygen, some health centres may have a size ‘G’ cylinder. Generally these cylinders are used to provide oxygen via wall outlets in the health centre emergency room.
2. Definitions

Scheduled Substance Treatment Protocol (SSTP): is a protocol for possessing, supplying or administering a scheduled substance as approved by the Chief Health Officer under Section 254 of the Northern Territory Medicines, Poisons and Therapeutic Goods Act.

3. Responsibilities

3.1. Health Centre Clinical Staff

- Be familiar with the location, contents and use of oxygen and suction equipment
- Participate in the daily checking of the oxygen cylinders and twin-o-vac suction equipment for use in the health centre, oxygen and suction equipment in the ambulance, portable suction unit and oxygen in the Airway Kit. All items must also be checked following use.
- Sign off a completed check on the Essential Checks Form
- Clean suction equipment after use, dispose of single use oxygen and suction consumables and restock as required
- Be aware of and utilise the Emergency Equipment Checklist when managing an emergency outside the health centre

3.2. Primary Health Care Manager (PHCM)

- Ensure the presence (in the required forms) of oxygen and suction equipment
- Ensure weekly and other checks are attended by assigning staff to the task
- Ensure staff are aware of the location and purpose of all oxygen and suction equipment during induction to the health centre
- Ensure routine maintenance of oxygen and suction equipment, particularly the Airway Kit and Portable Suction Unit occurs as required

4. Procedure

4.1. Oxygen and Suction Equipment Contents

See relevant Contents List for the consumables to be included with oxygen and suction equipment:
- Health Centre Oxygen and Suction Equipment - Contents
- Ambulance Clinical Equipment - Contents
- Airway Kit - Contents
- Portable Suction Unit - Contents

Changes, by addition or deletion, are not authorised. Where concerns are noted, alternative recommendations should be referred to the Best Practice Group for consideration using the Best Practice Referral Form.

4.2. Quality Assurance

Checking the oxygen and suction equipment and the consumables against the relevant contents list contributes to the routine weekly check, and following use, of equipment. Oxygen and Suction equipment must be checked for the relevant components of the following:

- Presence and location
- Cleanliness
- Oxygen cylinder is operational with adequate supply, and ready for use
- Suction equipment is operational and ready for use
- Portable Suction Unit is connected to the power supply where appropriate
- Contents are correct – per relevant contents list
Patency of sterile wrapping
- Stock is within expiry dates
- Maintenance requirements have been completed and are up to date

The checks are to be recorded in the daily / weekly sections of the Essential Checks Form.

### 4.3. Maintenance and Cleaning

Oxygen and suction equipment ² is to have an annual service with the medical engineering provider. For details see Maintenance & Repairs of Clinical Equipment.

Little maintenance other than regular cleaning is required at the health centre.

<table>
<thead>
<tr>
<th>Oxygen regulator</th>
<th>- dust in oxygen regulators can be dangerous so maintenance of a dust free environment by undertaking regular inspections for dust is vital.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suction canister contents</td>
<td>- dispose of where identified as single use only</td>
</tr>
<tr>
<td>(twin-o-vac / portable suction unit)</td>
<td></td>
</tr>
</tbody>
</table>

#### 4.4. Obtaining Oxygen and Suction Equipment and Consumables

Oxygen and suction equipment and consumables are sourced through a variety of means including: Regional Stores, Remote Health Stock and Purchase Requests generally utilising the blanket order processes.

When ordering equipment or consumables, staff are to check whether these can be accessed directly from the supplier utilising a Blanket Order, Regional Stores (see relevant catalogue) or Remote Health Stock. If the required items are not available via these mechanisms, a Purchase Request should be generated to purchase the items.

The contents of the Portable Suction Unit are to be maintained in a dust proof bag attached to the portable suction unit.

Where staff are uncertain of how to obtain a required item, they should contact the PPN for advice.

---

**Key Associated Documents**

<table>
<thead>
<tr>
<th>Forms</th>
<th>Best Practice Referral - Electronic Template</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Essential Checks Form</td>
</tr>
<tr>
<td></td>
<td>Remote Health Stock - Order Form CA</td>
</tr>
<tr>
<td></td>
<td>Remote Health Stock - Order Form TE</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Key Legislation, By-Laws, Standards, Delegations, Aligned &amp; Supporting Documents</th>
<th>Airway Kits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Ambulance Clinical Equipment</td>
</tr>
<tr>
<td></td>
<td>Electronic Health Records - Overview</td>
</tr>
<tr>
<td></td>
<td>Emergency Equipment &amp; Drugs - Overview</td>
</tr>
<tr>
<td></td>
<td>Essential Checks</td>
</tr>
<tr>
<td></td>
<td>Maintenance &amp; Repairs of Clinical Equipment</td>
</tr>
<tr>
<td></td>
<td>Ordering from Stores</td>
</tr>
<tr>
<td></td>
<td>Purchase Requests</td>
</tr>
<tr>
<td></td>
<td>Remote Health Stock</td>
</tr>
</tbody>
</table>

² Equipment includes: Airway Kit, Oxygen Regulator, Oxygen Flow Meter, Twin-o-vac and Portable Suction Unit.
Section 250 NT MPTGA
Standard Clinical Equipment
Health Centre Oxygen & Suction Contents List
Ambulance Clinical Equipment Contents List
Airway Kit Contents List
Portable Suction Unit - Contents
Emergency Equipment Checklist

Best Practice Communiques:
  13 - 05 Remote Health Emergency Review - Kits Communique
  16 - 07 Replacement of Oxyvivas with Airway Kits Communique

Remote Primary Health Care Manuals website
CARPA Standard Treatment Manual
Minymaku Kutju Tjukurpa - Women's Business Manual
CRANAplus Clinical Procedures Manual for Remote and Rural Practice
Northern Territory Medicines, Poisons and Therapeutic Goods Act

References
As above

## Implementation, Review & Evaluation Responsibilities

<table>
<thead>
<tr>
<th></th>
<th>Method</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Implementation</strong></td>
<td>Document will be accessible via the Policy Guidelines Centre and Remote Health Atlas</td>
<td>Health Policy Guidelines Program Atlas Development Officer, Primary Health Care CAHS</td>
</tr>
<tr>
<td><strong>Review</strong></td>
<td>Document is to be reviewed on 31/07/2019, or as changes in practice occur</td>
<td>Atlas Development Officer, Primary Health Care CAHS</td>
</tr>
<tr>
<td><strong>Evaluation</strong></td>
<td>Evaluation will be ongoing and informal, based on feedback. Quality assurance activities will be monitored by return of the monthly Essential Checks form. Adverse incidents will be recorded in client's electronic health record, entered into Riskman and will be followed up by the relevant manager.</td>
<td>Atlas Development Officer, Primary Health Care CAHS Professional Practice Nurse, PHC CAHS &amp; TEHS Relevant Manager.</td>
</tr>
</tbody>
</table>

## Evidence Table

<table>
<thead>
<tr>
<th>Reference</th>
<th>Method</th>
<th>Evidence level (I-V)</th>
<th>Summary of recommendation from this reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>