

SimCartRx™ Standard Quick Start Guide

Welcome

SimCartRx™ Standard is built specifically for simulation and provides a realistic experience of medication delivery. The ability to scan patient and medication barcodes, along with wireless access to SimEMR® patient records brings a true-to-life dimension to your simulations and bedside charting experience.

SimCartRx™ Standard Model

A high-level, fully-integrated, mobile medication station, with lockable drawers, replicates the realism of bedside medication administration for point-of-care delivery. SimCartRx™ Standard is an all-inclusive adjunct to clinical care as well as bedside practice. This user manual includes a components checklist, basic assembly instructions, basic usage instructions, cart maintenance information and a troubleshooting guide.

Mobile charting workstation with built-in keypad

Spring-assisted lift for easy height adjustment

All-in-one touchscreen computer w/mount

Barcode Scanner, computer keyboard, and mouse

7 electronic, independently operated medication drawers

Built-in cart battery and charging station

Estimated 8 hour run time

Assembly instructions (minor customer assembly)

Standard KbPort™ parts warranty (1-year)

SimEMR® (cloud-based EMR)*

1-year subscription, unlimited licenses (first-time customers only, not applicable for MedSkills™ purchases)

SimAssess™ (cloud-based rubric assessment software)

1-year subscription, 1 professor license

MedsManager™ (software for medication administration)

Only with specific software bundles



Getting Started

Components Checklist

Each SimCartRx™ Standard ships on a pallet in 3 boxes. Each pallet contains:

SimCartRx™ Standard body and hardware

SimCartRx™ Standard battery pack

All-in-One Bundle

Typically, Dell Inspiron Series AIO Touchscreen computer

Keyboard and mouse

Barcode scanner

Add-Ons

There are some components which can be purchased separately as an add-on to SimCartRx™ Standard. These include:

Zebra printer

10020397 labels

Zebra A/C adapter

Glove box holders

Metrex sani-cloth cradle

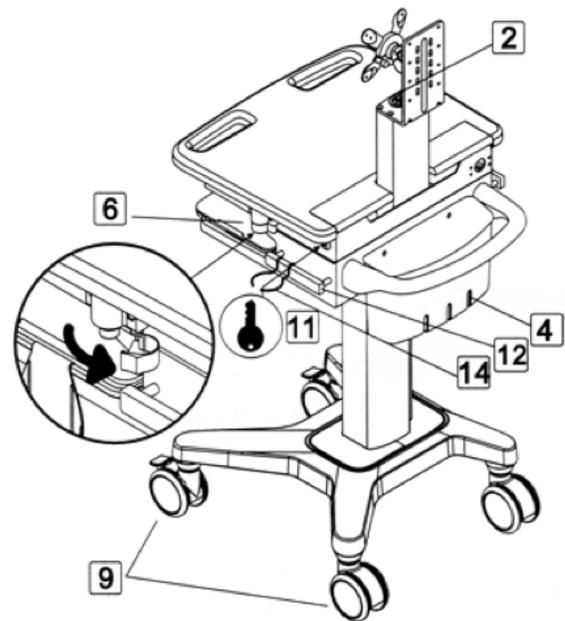
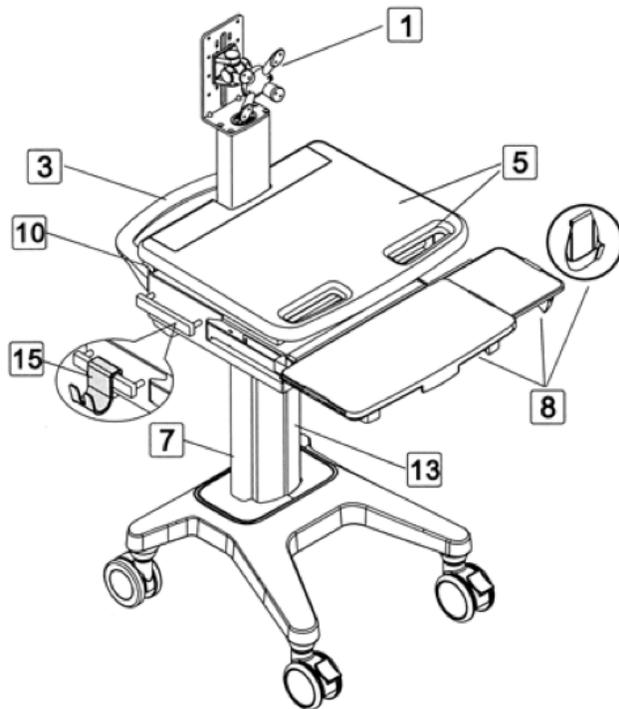
5 QT Kendall sharps container



Important: The battery pack needs to be charged for at least 24 hours before using for the first time. It also needs to be charged for 24 hours, continuously, at least once per month thereafter.

Labeled Diagram of Physical Features

1. Adjustable LCD mount
2. Laptop compartment
3. Rear handle
4. Storage basket
5. Work surface with front handle
6. Lift brake release
7. Cable management housing
8. Sliding keyboard tray, mouse holder, mouse tray
Accommodates both right and left handed users
9. Casters
2 rear non-locking and 2 front-locking
10. Latch
11. Key and lock hole
Single key provided
12. Hanger for accessories
13. Track for accessories mounted
14. Scanner holder
15. Hanger hook for cable
16. Conductive casters
Optional



Assembling SimCartRx™ Standard

Thank you for choosing SimCartRx™ Standard. You must complete all steps in this section before your SimCartRx™ device can be used. If you experience any difficulties setting up your SimCartRx™ Standard, please contact us at support@kbport.com or 412.487.4663.

1. Install Hardware

Each SimCartRx™ Standard comes partially assembled. You will need to complete the assembly for your cart and attach the cart computer to your SimCartRx™ using the assembly instructions included in the MedCase drawer.

2. Install Battery

Install the cart battery using the instructions included in the MedCase drawer. The battery needs to be charged for 24 hours before first use.

3. Establish Network Connection

Please consult your IT staff to establish an internet connection for your SimCartRx™ Standard device.

4. Charge SimCartRx™ Standard Battery

Before software setup and configuration required for cart use can be completed, your cart battery must be charged for 24 hours.

5. Activate SimCartRx™ Standard

Please contact us at support@kbport.com or call us at 412.487.4663 to activate your SimCartRx™ Standard.



SimCartRx™ Standard software installation and configuration require information obtained from SimCartRx™ Standard activation.

6. Install and Configure SimCartRx™ Standard Software

Before your cart can be used for medication dispensation, installation and configuration of SimCartRx™ Standard software (unique to your specific software bundle) must be completed.

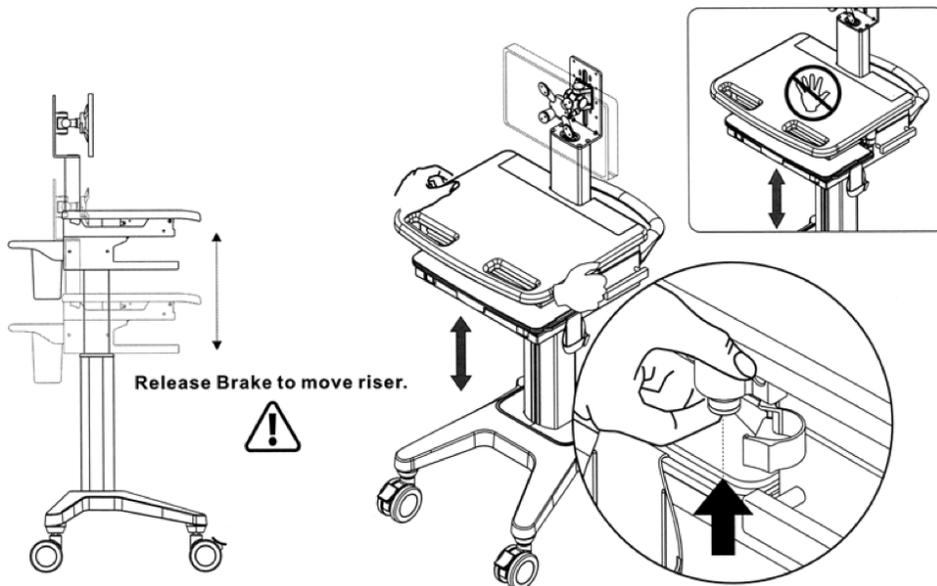
SimCartRx™ Standard Adjustments

Adjusting SimCartRx™ Standard Height

To prevent cart damage and for the safety of the user, DO NOT adjust the lift mechanism with an empty cart as it may cause the work surface to rise or fall rapidly.

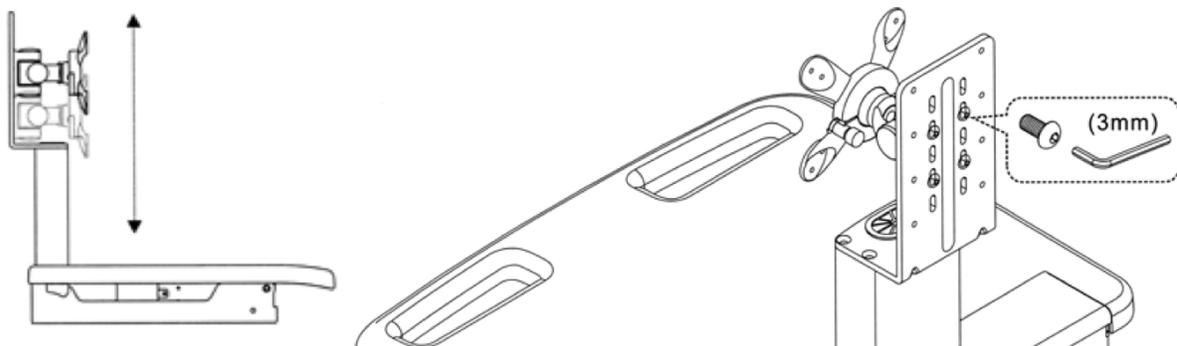


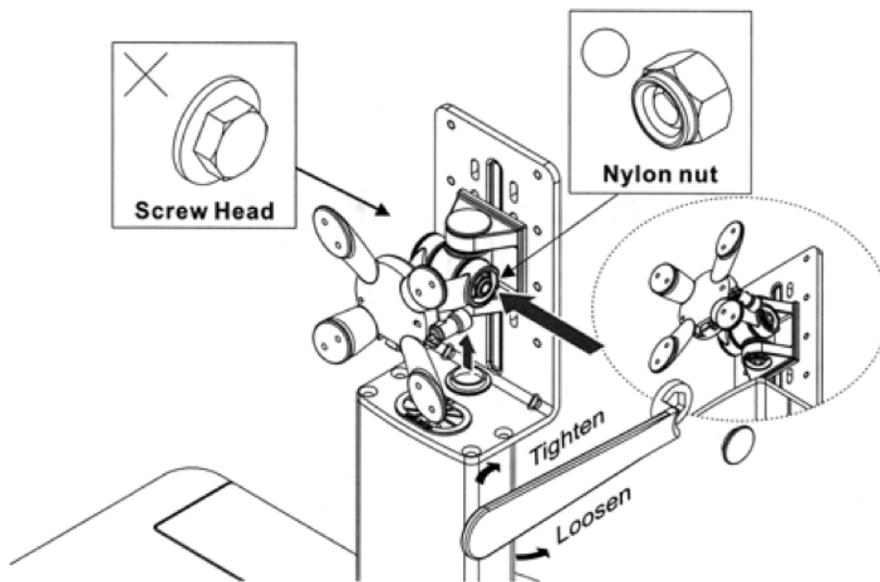
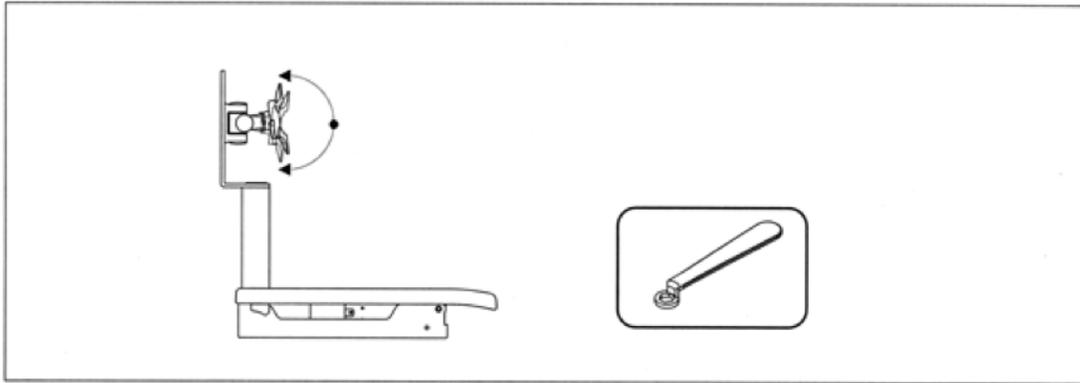
When releasing the brake to adjust work surface height, please place your hands on the two sides of the work surface as shown. Lift the work surface slightly and hold for a few moments in order to adjust the riser. Never push down on the center of the work surface to lower it.



Adjusting Monitor Height

Use the 3mm Allen key to adjust the height of the monitor for the desired position.





1. Remove the plastic universal joint cover
2. Find the nylon nut (not the screw head) and use wrench to adjust tension of the universal joint
 Clockwise: more tension
 Counterclockwise: less tension
3. When the desired tension is achieved, replace the plastic cover

! Support the monitor during the adjustment procedure. Only adjust the nylon nut (not the screw head). Do not disassemble the universal joint.

SimCartRx™ Standard Activation

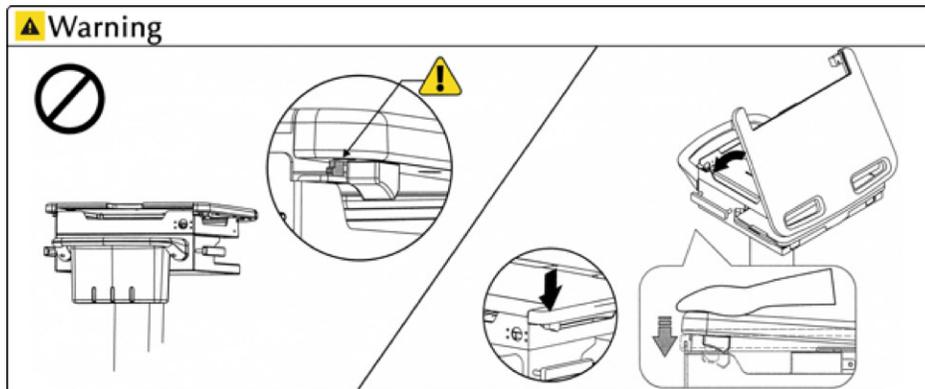
Medication Dispensing Solutions by KbPort™ include software bundles to control the cart or cabinet hardware. Software bundles include: SimEMR® with MedsManager™, MedSkills™ (local or Enterprise) with MedsManager™, and MedsManager™ Lite. Please consult the documentation for your institution’s software bundle for specific information pertaining to using your device for medication dispensing or medication administration.

! Some software bundles require an internet connection. Confirm that you have a network connection and that your cart battery has been charged for at least 24 hours before use.

Warnings

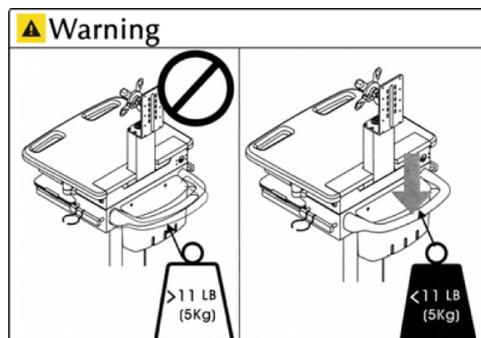
SimCartRx™ Standard Top Removal and Latch

If access to the work surface compartment is desired, the latch on the left rear must be disengaged. The top can be returned to the original position by gently closing the top downward. Ensure the latch is re-engaged to secure the top.



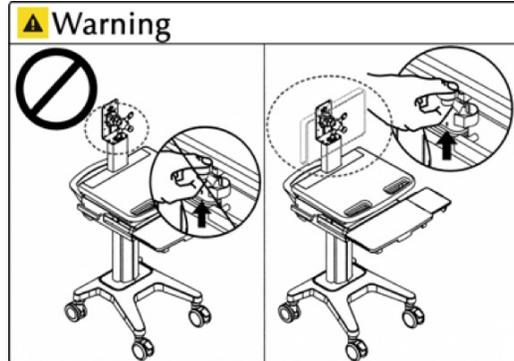
Handle

The cart handle risks breakage with > 5kg (11 lbs) weight applied.



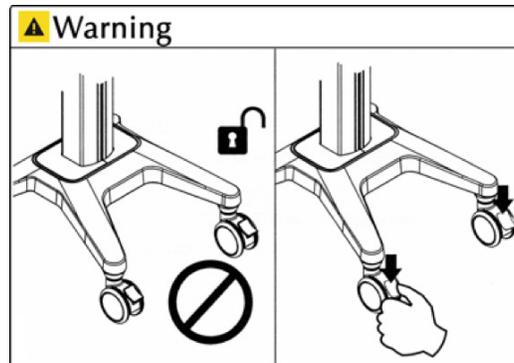
Monitor

Assure monitor is installed properly before adjusting cart/work surface height.



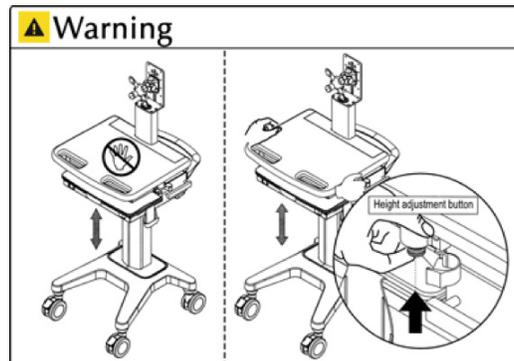
Casters

Assure monitor is installed properly before adjusting cart/work surface height.

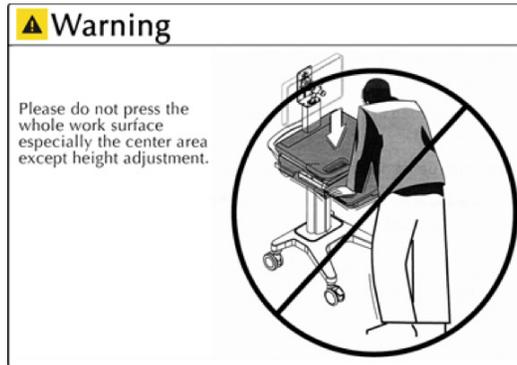


Cart Height

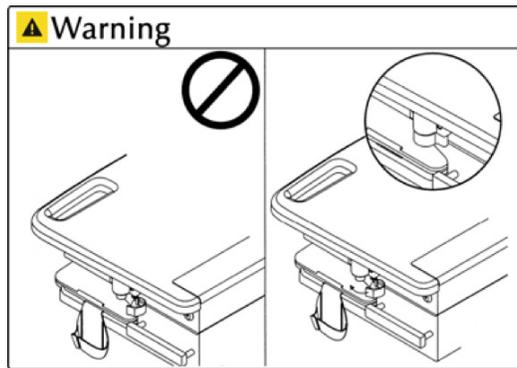
The height adjustment button is located on the right side of the cart under the top, enclosed by the clear protector. Open the protector and depress the button while moving the work surface to the desired position.



When raising/lowering the work surface, position hands on both sides of the cart top (see figure). To prevent damage, do not press on center of work surface or keyboard area.

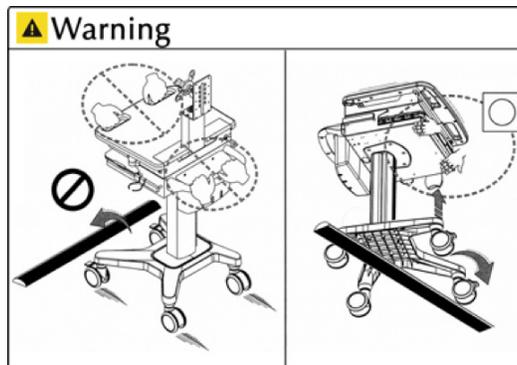


Once cart is positioned to desired height, secure the height adjuster protector to the closed position to prevent unintended movement.



Cart Travel

When the cart needs to be moved over uneven surfaces, lift cart from under keyboard compartment (as shown). To prevent cart damage, do not lift from the front or rear handles.



! Please do not roll the cart over bumps.

Maintenance

All cart maintenance must be performed at least once per month by a professional technician.

Cleaning

1. Before any maintenance, ensure the cart is unplugged from the main power source and turned off.
2. Use only a damp cloth to remove superficial dirt and cleansers if used when necessary.
3. No fluids should be placed into or on the cart surface to protect from electrical hazard. Position cart out of moist environments as well.
4. Do not use any abrasive cleansers or sponges when cleaning cart surface to protect the finish.
5. Test cleaner of choice on a small location to prevent finish damage, prior to whole surface use.
6. Assure cart is completely dry before powering on at wall outlet.



Due to the electrical environment of the cart, use of flammable cleaners is strictly prohibited. Thank you.



These guidelines do not ensure infection control. Users should consult with facility infection control consultant for guidance and proper standards of precaution should be utilized.

Cleaning Recommendations

It is strongly recommended that non-abrasive or diluted products should be used to clean plastic components. (I.e. soap/water, diluted alcohol). Sani-wipes are permitted to assist with infection control.



To reduce risk of malfunction/damage to the touchscreen monitor, do not clean the monitor screen with any liquid cleaning agents.

1. Pen or Marker spots on the work surface can be cleaned with a soft cloth and 70-91% isopropyl alcohol. Expeditious cleaning is recommended to prevent staining.
2. Iodine stains can be removed if present by above methods. Expeditious cleaning is recommended to prevent staining.

Use of any of the following cleaning agents is strictly prohibited:

Abrasive cleaners (Comet-like)

Acetone

Mineral spirits

Lacquer thinner

Harsh or toxic chemicals

Inspections

Cart inspections must be performed monthly. If faults or damage are noted, immediately discontinue use of the cart and contact your distributor for further assistance.

Casters

The maximum weight of the cart is 40kg. To allow cart functionality and movement as intended, inspect the casters monthly for debris and remove promptly. Position the cart away from flooring hazards that could impact the caster mechanisms.

Connections

Any screw or fastener connections becoming loose should not be overly tightened. This may damage not only the connector, but also the components.

Keypad Usage

The keypad on the front of the SimCartRx™ Standard can be used to open drawers.

Opening a Standard Drawer

1. Before any code entry, press the * button twice to clear the keypad. This will prevent past errors from effecting new attempts.
2. Press 123456#.

3. Press the number of a drawer. The drawers start at 1 in the top left, working left to right then top to bottom.
4. Press #. The drawer should now open.

Opening the Storage Drawer

1. Before any code entry, press the * button twice to clear the keypad. This will prevent past errors from effecting new attempts.
2. Press 123456#88#1256#.
3. Press #. The drawer should now open.



If clarity is needed about any of these instructions, please contact support at kbport.com. KbPort™ also provides extended coverage plans. Thank you.

Keypad Usage

Described in the following guide are common error messages, a brief description of the potential causes for each, and proposed solutions for using MedsManager™.

| SYMPTOMS | RESOLUTION |
|---|--|
| Cart is difficult to move. | Ensure the two front locking casters are not locked. Inspect if there is any debris sticking to the casters. |
| Cart is difficult to adjust the height. | When the lift mechanism is unable to lift or descend, ensure that the lift brake is completely pressed. Then, lift the work surface up slowly to prevent sudden rise in height of the work surface. |
| No drawers will open/not connected popup. | Verify that the cart USB cable is connected and restart the cart. If this doesn't fix the problem, factory settings were not set correctly. Contact KbPort™. |
| Invalid credentials | This error message appears when a login attempt fails. There are 3 reasons this can occur, and they should be checked in the order listed: 1. The user entered an invalid password: If the user forgot their password, they should have it reset by their lab coordinator on v2.simemr.com . 2. The user is currently locked out of their account: If the user is locked out of their account on v2.simemr.com , they must reset their password before they are able to access MedsManager™. 3. The user is not in a current subscription: If the user is not in a valid subscription, they will need to talk to the SimEMR® Team to either start a subscription or be migrated into a current subscription. |

Closing Remarks

If a problem presents that cannot be corrected by following the steps included in this guide, please contact KbPort™ for technical support. To aid in the resolution process, please be sure to include the error logs referenced above.

SimCartRx™ Standard is designed for use with KbPort™ Medication Dispensing Solution software bundles. Please consult the Quick Start Guide(s) for your specific software bundle to learn how to use SimCartRx™ Standard for medication administration. Available Quick Start Guide combinations include:

MedsManager™ Quick Start Guide + SimEMR® Quick Start Guide

MedsManager™ Quick Start Guide + MedSkills™ (local or Enterprise) Quick Start Guide

MedsManager™ Lite Quick Start Guide

Our support staff and education consultants are more than happy to help fill in the details of specific features, support the education of how to accomplish desired workflows, and assist in any technical questions you may have.

Thank you,

KbPort™ Simplicity™ Team

