

# ADJUSTING, MOVING AND USING AN INTEGRATED MEDICATION CART SAFELY

## TIP SHEET

<b>Applies to:</b>	Anyone who uses Integrated Medication Carts (IMCs).
<b>Purpose:</b>	To learn how to properly adjust, move, and use an IMC safely.

Working with an Integrated Medication Cart (IMC) safely requires frequent cart adjustments in order to maintain good posture. Good posture is key to reducing strain and stress on your body.

### General tips for all IMCs

- Keep the surface you are using just below elbow height whether you are moving the cart, using the work surface, stocking the onboard medication drawers, or using the keyboard/mouse.
- The top of the monitor should be at or slightly below eye level when in use.
- The monitor should be roughly an arm's length away and adjusted for optimal viewing.

### Try to keep your:

- Chest open, shoulders relaxed down and gently drawn back.
- Ears over your shoulders.
- Elbows as close to your body as possible.
- Wrists straight when using mouse or keyboard, mouse in line with your shoulder. If you mostly use the mouse, place it on the work surface. If you use mouse and keyboard interchangeably, place the mouse beside the keyboard and take a wide stance to shift to your dominant side while typing.

### New (Ergotron) IMC Adjustment

**Important:** If the cart is difficult to adjust (requires excessive force), do not try to adjust the cart yourself; immediately contact the IM/IT Service Desk/Clinical Solutions Desk.

#### To move the work surface upward:

1. Grasp the work surface on each side with your palms facing up.
2. Use your fingers to squeeze the adjustment lever.
  - The adjustment brake releases for easy adjustment.
3. Gently push upwards to raise the work surface to just below elbow height.
  - If correctly adjusted, elbows should be at a 90° degree angle.
4. Release the adjustment lever.
  - You will hear a click as the adjustment brake engages, indicating it is locked in place.
5. Confirm that the work surface or keyboard height is appropriate, or readjust as needed to achieve an optimal working height.



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### To move the work surface downward:

1. Grip the work surface on each side with your **palms facing down**.
2. Use your fingers to squeeze the adjustment lever.
3. Gently push downwards to lower the work surface to elbow height.
  - If correctly adjusted, elbows should be at a 90° degree angle.
4. Release the adjustment lever.
  - You will hear a click as the adjustment brake engages, indicating it is locked in place.
5. Confirm that the work surface or keyboard height is appropriate, or readjust as needed to achieve an optimal working height.



### Adjusting the keyboard (if applicable/adjustable)

1. Grip the keyboard tray at the top and bottom.
2. Gently pull the keyboard tray forward as needed and adjust the tilt backwards or forwards.
  - The adjustment should allow your wrists to remain level (180°) with your arms while typing.

**Note:** The wrist support should only be used for resting when **not** typing.

3. Grip the edge of the mouse tray (located on either side of the keyboard).
4. Pull gently to extend the mouse tray outwards in the direction of your dominant hand.
5. Place the mouse onto the mouse tray.
  - Keep your arms close to your sides.



### Adjusting the Monitor

#### Monitor Tilt and Pan

1. Grip each side of the monitor.
2. Gently tilt the monitor forwards or backwards to accommodate for vision and glare.
3. Gently turn the monitor horizontally to adjust the pan as needed.



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### Moving the cart

1. Adjust the grip surface so the handles are at or just below elbow height (as per *Cart Adjustment* steps above).
2. If needed, stow the mouse and keyboard.
  - i. Move the mouse onto the mouse stowing tray, located under the work surface.
  - ii. Push the keyboard tray back underneath the work surface.
3. Grip each side of the monitor and turn the monitor sideways for optimal visibility.
4. Disengage the wheel locks by lifting them with the top of your foot/toe.
5. Ensure the cart is unplugged from wall power and the power chord is stowed.
6. Push the cart to the desired location (don't pull).
  - Use a **back to front** weight shift to **initiate** movement and a **front to back** weight shift to **stop** movement.
  - Assume good posture while moving the cart to avoid back strain.

