

Cossham Daily Equipment Check List

V10.2 Feb 2024

		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	Date:							
1	Keys, phone, prescriptions, sample box	EVENING HOST	EVENING HOST	EVENING HOST	EVENING HOST	EVENING HOST	AM HOST	AM HOST
	Retrieve from store room and keep with Host, load scripts into printer							
2	Video consultation equipment	EVENING HOST	EVENING HOST	EVENING HOST	EVENING HOST	EVENING HOST	AM HOST	AM HOST
	<ul style="list-style-type: none"> Set up triage rooms with webcams and headsets for video consulting 							
3	Set up Isolation and clinicians rooms with equipment	EVENING HOST	EVENING HOST	EVENING HOST	EVENING HOST	EVENING HOST	AM HOST	AM HOST
	<ul style="list-style-type: none"> Check boxes sufficiently equipped, if items missing replace from stock PPE trolley and equipment box to be placed outside Isolation room 							
4	Midazolam, Diazepam & Morphine Sulphate solution (Oramorph) check	EVENING HOST	EVENING HOST	EVENING HOST	EVENING HOST	EVENING HOST	AM HOST	AM HOST
	Two people (1 must be a clinician), to check these drugs every day							
5	Monitoring Drug temperatures	OVERNIGHT HOST	OVERNIGHT HOST	OVERNIGHT HOST	OVERNIGHT HOST	OVERNIGHT HOST	PM HOST	PM HOST
	Check temp and record Min and Max temp If the alarms go off whilst on shift, please let the shift manager know	MIN:	MIN:	MIN:	MIN:	MIN:	MIN:	MIN:
		MAX:	MAX:	MAX:	MAX:	MAX:	MAX:	MAX:
6	Legally Controlled Drugs check	EVENING HOST	EVENING HOST	EVENING HOST	EVENING HOST	EVENING HOST	AM HOST	AM HOST
	Two people (1 must be a clinician), to check these drugs EVERY DAY.							
7	Resus bag	EVENING HOST	EVENING HOST	EVENING HOST	EVENING HOST	EVENING HOST	AM HOST	AM HOST
	Check contents as per contents sheet, replace any stock from store room if needed. Ensure green tick is showing which indicates Defib is working Log any imminent OOD on sheet in log book. Base manager to remove and replace OOD.							
8	Check respiratory hood and HCIS cleaning box are present and complete	EVENING HOST	EVENING HOST	EVENING HOST	EVENING HOST	EVENING HOST	AM HOST	AM HOST
	Contents list on both of these							
9	Oxygen	EVENING HOST	EVENING HOST	EVENING HOST	EVENING HOST	EVENING HOST	EVENING HOST	EVENING HOST
	<ul style="list-style-type: none"> Check cylinder is at least half full – Dial Red = Empty LARGE NO. 1 Dial Green = Full SMALL NO. 1 NO.2 							
10	Manual Scripts	O/N HOST	O/N HOST	O/N HOST	O/N HOST	O/N HOST	O/N HOST	O/N HOST
	<ul style="list-style-type: none"> Count and record manual prescription packs in records book 							
11	Emergency drugs - Location: Inside large grey cupboard	O/N HOST	O/N HOST	O/N HOST	O/N HOST	O/N HOST	O/N HOST	O/N HOST
	<ul style="list-style-type: none"> Ensure drugs are in the appropriate drugs cupboard in store room 							
12	Check Desktop, Patient Forms, Empty Recycle bin	O/N HOST	O/N HOST	O/N HOST	O/N HOST	O/N HOST	O/N HOST	O/N HOST
	<ul style="list-style-type: none"> Check the Patient Forms folder and delete any documents remaining. Also check the desktop to ensure no patient identifiable information saved there. Empty the recycle bin of all documents. 							
13	Sharps Boxes in Consultation rooms	O/N HOST	O/N HOST	O/N HOST	O/N HOST	O/N HOST	O/N HOST	O/N HOST

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	<ul style="list-style-type: none"> Ensure not exceeded 3 month date and are closed but not locked 							
14	Blood Taking Box	EVENING HOST	EVENING HOST	EVENING HOST	EVENING HOST	EVENING HOST	EVENING HOST	PM HOST
	<ul style="list-style-type: none"> Ensure items are replaced from stock and check expiry dates 							
15	Health and Safety Checks	O/N HOST						
	<ul style="list-style-type: none"> Complete H&S checklist, complete paper copy leave in Base manager folder 							
16	Paediatric/Adult pulse oximeter		EVENING HOST					
	<ul style="list-style-type: none"> Switch on machine, place on finger and ensure it takes a reading. Ensure the adult, paediatric and infant attachments are present. 							
17	Nebuliser Machine			EVENING HOST				
	<ul style="list-style-type: none"> Switch on – does it make a noise? Make sure stocked with both paed and adult rebreather masks 							
18	Stock				EVENING HOST			
	<ul style="list-style-type: none"> Ensure stock delivery is put away each Thursday evening 							
19	Doppler					OVERNIGHT HOST		
	Location: On top of the small safe in the store room <ul style="list-style-type: none"> Check doppler is stored in cupboard. 							
20	Dual Keytone/Blood Glucose Machine							OVERNIGHT HOST
	<ul style="list-style-type: none"> Complete the weekly quality control check 							

Please complete the following equipment checks every day. When complete please sign, date and file in the Knowle Host folder for collection by the Base Manager.

Date & Time Form Faxed

Name of Person Completing Form

Signature