

Greenway Daily Equipment Check List

Version 2.3 February 2024

		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	Date:							
1	Host to log onto Adastr	Daily	Daily	Daily	Daily	Daily	Daily	Daily
2	Obtain rota from Radar <ul style="list-style-type: none"> Try not to print rota, just keep on screen (saving trees) 	Daily	Daily	Daily	Daily	Daily	Daily	Daily
3	Host phone and sample box <ul style="list-style-type: none"> Retrieve from store cupboard and keep with Host 	Daily	Daily	Daily	Daily	Daily	Daily	Daily
4	Set up consulting rooms – IT <ul style="list-style-type: none"> Set up consultation room PCs, IT equipment (keyboard, mouse, video consulting equipment) 	Daily	Daily	Daily	Daily	Daily	Daily	Daily
5	Set up consulting rooms – equipment <ul style="list-style-type: none"> Ensure consulting room boxes are equipped, wipe down equipment PPE trolley to be placed outside Covid room 	Daily	Daily	Daily	Daily	Daily	Daily	Daily
6	Daily drugs check <ul style="list-style-type: none"> Check of controlled drugs (codeine, diazepam, midazolam, morphine) Check led by clinician, witnessed and countersigned by Host 	Daily	Daily	Daily	Daily	Daily	Daily	Daily
6	Dual BM/Ketone meter - Location: Store Room within Blood Glucose box <ul style="list-style-type: none"> Weekly quality control check 						Saturday only	
7	Monitoring Drug temperatures <ul style="list-style-type: none"> Check temp and record Min and Max temp If the alarms go off whilst on shift, please let the shift manager know 	Daily MIN: MAX:	Daily MIN: MAX:	Daily MIN: MAX:	Daily MIN: MAX:	Daily MIN: MAX:	Daily MIN: MAX:	Daily MIN: MAX:
8	Resus box - Location: Store cupboard in corridor <ul style="list-style-type: none"> 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 for Base Manager to replace. 	Daily	Daily	Daily	Daily	Daily	Daily	Daily
9	Check respiratory hood and HCIS cleaning box are present and complete <ul style="list-style-type: none"> Contents list on both of these 	Daily	Daily	Daily	Daily	Daily	Daily	Daily
10	Oxygen - Location: Large Oxygen bottle located in Rm12 <ul style="list-style-type: none"> Check cylinder is at least half full – Dial Red = Empty Dial Green = Full 	Daily	Daily	Daily	Daily	Daily	Daily	Daily
11	Headsets <ul style="list-style-type: none"> Record how many headsets are at base and if there are any headset issues 	Daily	Daily	Daily	Daily	Daily	Daily	Daily
12	Panic Alarms - Location: In all consulting rooms and the reception area (Knowle) <ul style="list-style-type: none"> Check panic alarm panel in reception states “system ready” 	Daily	Daily	Daily	Daily	Daily	Daily	Daily
13	Manual Scripts	Daily	Daily	Daily	Daily	Daily	Daily	Daily

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	<ul style="list-style-type: none"> Count and record manual prescription packs in records book 							
14	Emergency drugs - Location: Inside drugs cupboard in store room	Daily	Daily	Daily	Daily	Daily	Daily	Daily
	<ul style="list-style-type: none"> Ensure drugs are in the appropriate drugs cupboard in store room 							
15	Blood taking box	Daily	Daily	Daily	Daily	Daily	Daily	Daily
	<ul style="list-style-type: none"> Check contents and replace from stock where necessary 							
16	Blood taking box (Expiry dates)							Sunday only
	<ul style="list-style-type: none"> Check all expiry dates for stock and replace as required 							
17	Sharps Boxes in Consultation rooms							
	<ul style="list-style-type: none"> Ensure not exceeded 3 month date and are closed but not locked 							
18	Patient Forms – Location : O:\.External Emails	Daily	Daily	Daily	Daily	Daily	Daily	Daily
	<ul style="list-style-type: none"> Check folder and ensure it's empty, delete any patient notes that are in the folder 							
19	Empty Dishwasher							Weekend only
	<ul style="list-style-type: none"> Empty the dishwasher on a Saturday and Sunday Morning. 							
20	Load Dishwasher	Daily	Daily	Daily	Daily	Daily	Daily	Daily
	<ul style="list-style-type: none"> Before leaving please ensure the dishwasher is loaded and switched on. 							
21	Clinical Waste							Sunday only
	<ul style="list-style-type: none"> Please ensure the clinical waste bag is emptied if full, tagged and put in the clinical waste bin near staff entrance – keys on hook behind reception desk. This is essential before closing on a Sunday. 							
22	Health and Safety Checks	Monday only						
	<ul style="list-style-type: none"> Complete H&S checklist, keep original in Folder and flag any concerns 							
23	Paediatric/Adult pulse oximeter - Location: Store Room within Sats monitor box						Friday only	
	<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. 							
24	Nebuliser Machine - Location: Store room within the nebuliser box						Friday only	
	<ul style="list-style-type: none"> Switch on – does it make a noise? Ensure box is stocked with both Pead and Adult rebreather mask 							
25	Doppler						Friday only	
	<ul style="list-style-type: none"> Check Doppler is stored in cupboard and the equipment turns on. 							
26	Stock – Location: Will be left in Store Room						Friday only	
	<ul style="list-style-type: none"> Unpack all stock delivered by facilities. 							