

# Greenway Daily Equipment Check List

Greenway Version 3.7 April 25

	Daily Checks	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	<b>Drug Checks</b> Two people (1 must be a clinician), to check these drugs <b>every day</b> . Midazolam, Diazepam & Morphine (Oramorph), Codeine Oxycodone, Morphine Sulphate	Daily	Daily	Daily	Daily	Daily	Daily	Daily
2	<b>Consulting Room Boxes</b> Check contents against list on box, report to SM any missing items.	Daily	Daily	Daily	Daily	Daily	Daily	Daily
3	<b>Panic Alarms</b> All in a small box in host cupboard, ensure they are back in the box end of shift	Daily	Daily	Daily	Daily	Daily	Daily	Daily
4	<b>Patients and downloads folder (on desktop)</b> Please make sure its clear start and end of shift			Daily	Daily	Daily	Daily	Daily
5	<b>Check respiratory hood and HCIS cleaning box are present and complete</b> Check contents against list on both boxes Clean contents and box itself with Clinell wipe	Daily	Daily	Daily	Daily	Daily	Daily	Daily
6	<b>Resus bag</b> - Location: Store cupboard in corridor Check contents as per contents sheet, replace any stock if needed. Check any OOD and log any imminent. Ensure green tick is showing which indicates Defib is working. Clean defib with Clinell wipe	Daily	Daily	Daily	Daily	Daily	Daily	Daily
7	<b>Blood Taking Box</b> Ensure missing items are replaced from stock, check expiry dates and replace as required	Daily	Daily	Daily	Daily	Daily	Daily	Daily
8	<b>Nebuliser box</b> Collect nebuliser box from the store room and ensure it is available for clinicians Check the machine powers on, and clean it with a Clinell wipe Ensure there is 1 x adult and 1 x paediatric nebuliser mask within the nebuliser box, checking the expiry dates and restocking where necessary	Daily	Daily	Daily	Daily	Daily	Daily	Daily
9	<b>Sharps boxes</b> Should not exceed the 3-month date, should be closed but not locked, any overfilled/not closed boxes to be reported	Daily	Daily	Daily	Daily	Daily	Daily	Daily
10	<b>Manual Scripts</b> Count and record manual prescription packs in Audit book	Daily	Daily	Daily	Daily	Daily	Daily	Daily
11	<b>Emergency drugs</b> - Location: Inside drugs cupboard in store room Ensure drugs are in the appropriate drugs cupboard in store room	Daily	Daily	Daily	Daily	Daily	Daily	Daily
12	<b>Oxygen - Location:</b> Small and Large bottles	Daily	Daily	Daily	Daily	Daily	Daily	Daily
	Please accurately indicate in the signature box the levels as below:	<b>LARGE Cylinder Room 4</b>						

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	EMPTY / ¼ FULL / ½ FULL / ¾ FULL / FULL	Large Cylinder Driver’s cupboard									
		Small Cylinder, Driver’s cupboard									
13	Monitoring Drug Temperatures – Location: Drug Cabinet		Daily	Daily	Daily	Daily	Daily	Daily	Daily		
	Check temp and record Min and Max temp <ul style="list-style-type: none"><li>If the alarms go off whilst on shift, please let the shift manager know</li></ul>		MIN: MAX:	MIN: MAX:	MIN: MAX:	MIN: MAX:	MIN: MAX:	MIN: MAX:	MIN: MAX:		
14	Medication issued from stock form										
	Ensure previous dated meds form is put in post box regardless of any meds issued										
15	Handwash Audits		Daily	Daily	Daily	Daily	Daily	AM	PM	AM	PM
	Check which clinicians need handwash by logging into Radar Handwash Initial when completed handwash.										
	Weekly Checks		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		Sunday	
16	Health and Safety Checks Weekly			Weekly							
	Complete H&S checklist, keep original in folder and flag any concerns										
17	Paediatric/Adult pulse oximeter - Location: Store Room within Sats monitor box Weekly		Weekly								
	Switch on machine, place on finger and ensure it takes a reading. Ensure Adult, child and Infant leads are available Clean the machine and box itself with Clinell wipe										
18	Doppler Weekly						Weekly				
	Check Doppler is stored in cupboard and the equipment turns on. Clean the machine with Clinell wipe										
19	Blood Glucose Machine / Dual Keytone Weekly Check					weekly					
	Host to check machine as per guidelines Clean the machine and box itself with Clinell wipe										
20	Respiratory Hood needs charging once a week.					Weekly					
	Host to plug in the battery into charging unit for 3 hours See emailed instructions										
	BASE SPECIFIC CHECKS:		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		Sunday	
21	Clinical Waste									Weekly	
	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.										
	Sample safe checks		Daily	Daily	Daily	Daily	Daily	Daily		Daily	
	Check of sample safe at the beginning and end of shift										

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22	Headsets	Daily	Daily	Daily	Daily	Daily	Daily	Daily
	Record how many and report any issues							
23	Panic Alarms- in reception Area and consulting rooms	Daily	Daily	Daily	Daily	Daily	Daily	Daily
	Check Panic Alarm in reception area states ' <b>System Ready</b> '							