

# Marksbury Road Daily Equipment Check List

V 4.1 February 2024

		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	<b>Date:</b>							
<b>1</b>	<b>Host to log onto Adastral so SM knows you are at base and on shift.</b>	Daily	Daily	Daily	Daily	Daily	Daily	Daily
	<ul style="list-style-type: none"> <li>If the front desk is not available, please use a PC in the admin office until one becomes available</li> </ul>							
<b>2</b>	<b>Log into Radar to bring up Rotas for the shift.</b>	Daily	Daily	Daily	Daily	Daily	Daily	Daily
	<ul style="list-style-type: none"> <li>Try not to print rota, just keep on screen (saving trees)</li> </ul>							
<b>3</b>	<b>Phones, sample box. – Location: Safe in medication cupboard, 1<sup>st</sup> floor</b>	Daily	Daily	Daily	Daily	Daily	Daily	Daily
	<ul style="list-style-type: none"> <li>Retrieve from medication cupboard and keep with Host</li> </ul>							
<b>4</b>	<b>Set up rooms with equipment</b>	Daily	Daily	Daily	Daily	Daily	Daily	Daily
	<ul style="list-style-type: none"> <li>PPE trolley to be placed outside isolation room. Equipment boxes into other rooms</li> <li>Headsets to be placed in relevant rooms</li> </ul>							
<b>5</b>	<b>Dual BM/Ketone meter - Location: Store Room within Blood Glucose box</b>	Daily	Daily	Daily	Daily	Daily	Daily	Daily
	<ul style="list-style-type: none"> <li>Weekly quality control check</li> </ul>							
<b>6</b>	<b>Daily drugs check - Location: Medication cupboard, 1<sup>st</sup> floor</b>	Daily	Daily	Daily	Daily	Daily	Daily	Daily
	<ul style="list-style-type: none"> <li>Controlled drugs. Two people (1 must be a clinician), to check these drugs every day</li> <li>Midazolam, Diazepam &amp; Morphine Sulphate solution, (Oramorph) Lorazepam, Codeine check</li> </ul>							
<b>7</b>	<b>Monitoring Drug temperatures</b>	Daily	Daily	Daily	Daily	Daily	Daily	Daily
	<ul style="list-style-type: none"> <li>Check temp and record Min and Max temp</li> <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:
<b>8</b>	<b>Check respiratory hood and HCIS cleaning box are present and complete</b>	Daily	Daily	Daily	Daily	Daily	Daily	Daily
	Contents list on both							
<b>9</b>	<b>Resus box - Location: Medication cupboard, 1<sup>st</sup> floor</b>	Daily	Daily	Daily	Daily	Daily	Daily	Daily
	<ul style="list-style-type: none"> <li>Check contents as per contents sheet, replace any stock from store room if needed. Ensure green tick is showing which indicates Defib is working</li> </ul> Log any imminent OOD on sheet in log book. Base manager to remove and replace OOD.							
<b>10</b>	<b>Oxygen - Location: Large Oxygen bottle located in Clean Utility Rm 1. Small located in understairs cupboard on ground floor.</b>	Daily	Daily	Daily	Daily	Daily	Daily	Daily
	<ul style="list-style-type: none"> <li>Check cylinder is at least half full –</li> <li>Dial Red = Empty</li> <li>Dial Green = Full</li> </ul>	Large						
		Small						

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11	<b>Headsets – Location:</b> Cupboard in admin office • Check at start and end of shift there are 10 working & 1 x training	Daily	Daily	Daily	Daily	Daily	Daily	Daily
12	<b>Panic Alarms - Location:</b> In all consulting rooms and the reception area • Check panic alarm panel in reception states “APEX ALARMS”	Daily	Daily	Daily	Daily	Daily	Daily	Daily
13	<b>Manual Scripts - Location:</b> Medication cupboard, 1 <sup>st</sup> floor • Count and record manual prescription packs in records book	Daily	Daily	Daily	Daily	Daily	Daily	Daily
14	<b>Emergency drugs - Location:</b> Medication cupboard, 1 <sup>st</sup> floor • Ensure drugs are in the appropriate drugs cupboard in store room	Daily	Daily	Daily	Daily	Daily	Daily	Daily
15	<b>Sharps Boxes in Consultation rooms</b> • Ensure not exceeded 3-month date and are closed but not locked							
16	<b>Patient Forms</b> • Check folder and ensure it’s empty, delete any patient notes that are in the folder	Daily	Daily	Daily	Daily	Daily	Daily	Daily
17	<b>Blood taking box - Location:</b> Medication cupboard – 1 <sup>st</sup> floor • Check the contents of the box and replenish any missing items from stock.	Daily	Daily	Daily	Daily	Daily	Daily	Daily
18	<b>Blood taking box – Expiry dates</b> • Check the expiry dates in the blood box and replace from stock.			Once Weekly				
19	<b>Health and Safety Checks</b> • Complete H&S checklist, keep original in Folder and flag any concerns	Once Weekly						
20	<b>Paediatric/Adult pulse oximeter - Location:</b> Store Room within Sats monitor box • Switch on machine, place on finger and ensure it takes a reading. • Ensure the adult, paediatric and infant attachments are present.					Once Weekly		
21	<b>Nebuliser Machine - Location:</b> Store room within the nebuliser box • Switch on – does it make a noise? <b>Ensure box is stocked with both Pead and Adult rebreather mask.</b>			Once Weekly				
22	<b>Doppler - Location:</b> Store Room ground floor • Check Doppler is stored in cupboard and the equipment turns on.		Once Weekly					
23	<b>Access cards</b> • Check all access cards are in situ – 1 in outside keysafe (main pass), 2 in blue key tin (spare and sluice cards)	Daily	Daily	Daily	Daily	Daily	Daily	Daily
24	<b>Stock – Location:</b> Will be left in Store Room, ground floor • Unpack all stock delivered by facilities.				Once Weekly			
25	<b>Load Dishwasher – Location:</b> ground floor kitchen • Before leaving, please ensure the dishwasher is loaded and switched on.	Daily	Daily	Daily	Daily	Daily	Daily	Daily

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.

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Date & Time Form Faxed .....

Name of Person Completing Form .....

Signature .....