

Christchurch Daily Equipment Check List

Christchurch Version 1.3

	DAILY CHECKS W/C	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	Drug Checks Two people (1 must be a clinician), to check these drugs every day . Midazolam, Diazepam & Morphine (Oramorph), Codeine NOT AVAILBLE Oxycodone, Morphine Sulphate NOT AVAILABLE	Evening Host	Evening Host	Evening Host	Evening Host	Evening Host	Morning Host	Morning Host
2	Consulting Room Boxes (should be 5 including isolation room.) Check contents against list on box, report to SM any missing items.1 2 5 6 7 8	Evening Host	All Hosts	All Hosts	All Hosts	All Hosts	All Hosts	All Hosts
3	Panic Alarms All in a small box in host cupboard, ensure they are back in the box end of shift (6)	All Hosts	All Hosts	All Hosts	All Hosts	All Hosts	All Hosts	All Hosts
4	Patients and downloads folder (on desktop) Please make sure its clear start and end of shift	All Hosts	All Hosts	All Hosts	All Hosts	All Hosts	All Hosts	All Hosts
5	Check respiratory hood and HCIS cleaning box are present and complete Check contents against list on both boxes Clean contents and box itself with Clinell wipe	Evening Host	Evening Host	Evening Host	Evening Host	Evening Host	Evening Host	Evening Host
6	Resus bag - 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	Evening Host	Evening Host	Evening Host	Evening Host	Evening Host	Morning Host	Morning Host
7	Blood Taking Box Ensure missing items are replaced from stock, check for expiry dates	All Hosts	All Hosts	All Hosts	All Hosts	All Hosts	All Hosts	All Hosts
8	Sharp boxes Should not exceed the 3-month date, should be closed but not locked, any overfilled/not closed boxes to be reported	All Hosts	All Hosts	All Hosts	All Hosts	All Hosts	All Hosts	All Hosts
9	Manual Scripts Count and record manual prescription packs in Audit book	Overnight Host	Overnight Host	Overnight Host	Overnight Host	Overnight Host	Overnight Host	Overnight Host
10	Emergency drugs - Location: Inside drugs cupboard in store room Ensure drugs are in the appropriate drugs cupboard in store room	Evening Hosts	Evening Host	Evening Host	Evening Host	Evening Host	PM Host	PM Host
11	Oxygen - Location: Small and Large bottles	Evening Host	Evening Host	Evening Host	Evening Host	Evening Host	Morning Host	Morning Host
	Please accurately indicate in the signature box the levels as below: EMPTY / ¼ FULL / ½ FULL / ¾ FULL / FULL If empty, report to shift manager	Small cylinders						
		Large Cylinder						
12	Monitoring Drug Temperatures – Location: Drug Cabinet Check temp and record Min and Max temp on form • If the alarms go off whilst on shift, please let the shift manager know	Overnight Host MIN: MAX:	Overnight Host MIN: MAX:	Overnight Host MIN: MAX:	Overnight Host MIN: MAX:	Overnight Host MIN: MAX:	Overnight Host MIN: MAX:	Overnight Host MIN: MAX:

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13	Handwash Audits	Eve	o/n	Eve	O/N	Eve	o/n	Eve	o/n	Eve	o/n	Am	Pm	o/n	Am	Pm	O/n
	Log into Radar, check which clinicians need handwash. Complete survey. Initial when completed on Radar																
14	Medication from stock forms																
	Ensure previous dated meds form is put in post box regardless of any meds issued																
	Weekly Checks	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday				Sunday	
15	Health and Safety Checks Weekly			Overnight													
	Complete H&S checklist, keep original in folder and flag any concerns																
16	Paediatric/Adult pulse oximeter - Location: Store Room within Sats monitor box Weekly	Overnight															
	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																
17	Nebuliser Machine - Location: Store room within the nebuliser box Weekly					Overnight											
	Switch on – does it make a noise? Clean the machine with Clinell wipe																
18	Doppler Weekly									Overnight							
	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							Overnight									
	Host to check machine as per guidelines Clean the machine and box itself with Clinell wipe																
20	Respiratory Hood needs charging once a week.							Overnight									
	Overnight to plug in the battery into charging unit. See emailed instructions																