|  |  |
| --- | --- |
| **Date:** |  |
| **ASM name:** |  |
| **Shift Time:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CALL HANDLING/SAFETY CALLING OVERVIEW:** | | | | |
|  | | | | |
| **TREATMENT CENTRE/CAR FEEDBACK:** | | | | |
| **Clevedon:** | *Panic alarms confirmed out at base: Y/N* | | | |
| **Christchurch:** | *Panic alarms confirmed out at base: Y/N* | | | |
| **Greenway:** | *Panic alarms confirmed out at base: Y/N* | | | |
| **Marksbury Road:** | *Panic alarms confirmed out at base: Yes* | | | |
| **168:** | *Panic alarms confirmed out at base: Y/N* | | | |
| **Osprey:** |  | | | |
| **IT SUPPORT FORMS REPORTED:** | | | | |
| Reported by | |  |  |  |
| Brief overview of issue | |  |  |  |
| **LEARNING EVENTS REPORTED:** | | | | |
| Reported by | |  |  |  |
| Brief overview of event | |  |  |  |
| **ANY OTHER FEEDBACK:** | | | | |
|  | | | | |

**DRUG CHECKS (Weekday evening SM/Early ASM)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Base:** | **Time completed:** | **Car:** | **Time completed:** | **Any issues reported:** |
| **CHRISTCHURCH** |  | Fcar6 |  |  |
| **CLEVEDON** |  | N/A |  |  |
| **GREENWAY** |  | N/A |  |  |
| **MARKSBURY ROAD** |  | Kcar1 |  |  |
| **168** |  | Wcar8 |  |  |
| **OSPREY** |  | Kcar 2 |  |  |

**CALL HANDLER EXTENSION NUMBERS (Weekend only)**

|  |  |
| --- | --- |
| **CALL HANDLER NAME** | **EXTENSION NUMBER** |
|  |  |
|  |  |
|  |  |
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|  |  |

|  |  |
| --- | --- |
| **ACTION** | **TIME** |
| **K2 DRUG CHECK (Please include name of clinician drugs were checked by):** |  |
| **CONFIRM HOW MANY USB HEADSETS ARE PRESENT (out on desks and/or as spares):** |  |
| **BREAK REPORT COMPLETED (O DRIVE):** |  |
| **OSPREY MANUAL PRESCRIPTIONS (LATE ASM):** |  |
| **INSTANT MESSAGE SENT TO HOSTS REMINDING THEM TO CHECK HANDWASHING AUDIT SPREADSHEET AND AUDIT ANY CLINICIANS DUE:** |  |

|  |  |
| --- | --- |
| **VERSION NUMBER:** | February 2025 v20.5 |
| **DATE:** | 06/02/2025 |
| **CREATED BY:** | Hollie Gage |