

Christchurch Daily Equipment Check List

Christchurch Version 1.2

	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 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	Evening Host	Evening Host	Evening Host	Evening Host	Evening Host	Morning Host	Morning Host
	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	Overnight Host	Overnight Host	Overnight Host	Overnight Host	Overnight Host	Overnight Host
		MIN: MAX:	MIN: MAX:	MIN: MAX:	MIN: MAX:	MIN: MAX:	MIN: MAX:	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				
13	Blood Taking Box											Overnight						
	Check all expiry dates for stock and replace as required																	
14	Health and Safety Checks Weekly			Overnight														
	Complete H&S checklist, keep original in folder and flag any concerns																	
15	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																	
16	Nebuliser Machine - Location: Store room within the nebuliser box Weekly					Overnight												
	Switch on – does it make a noise? Clean the machine with Clinell wipe																	
17	Doppler Weekly									Overnight								
	Check Doppler is stored in cupboard and the equipment turns on. Clean the machine with Clinell wipe																	
18	Blood Glucose Machine / Dual Keytone Weekly Check							Overnight										
	Host to check machine as per guidelines Clean the machine and box itself with Clinell wipe																	
19	Respiratory Hood needs charging once a week.							Overnight										
	Overnight to plug in the battery into charging unit. See emailed instructions																	