



# Recovery Coach Shift Duties

Weekdays 11:00 P. M. - 7:00 A. M.

**Recovery coaches must (1) monitor the patients** on the floor and (2) **read the communication book** to stay up-to-date. **Shift meetings** happen at the beginning and end of each shift and must include (1) a **verbal debriefing** about the patients and (2) **reading the Stepworks standard** of the day.

Task	Assignee	Completed (initials)
make and document hourly rounds		
carry and answer phones		
monitor and document detox scales (COWS, CIWA, meth protocol)		
verify census before midnight		
lock doors at curfew		
make security rounds		
conduct scheduled admissions (follow admission guide)		
prepare patient medications for pending discharges/ completions		
chart audits (as assigned)		
laundry (check baskets in dorms)		
PICC medications (if applicable)		
post the chore list		
update and print Community/Wrap-Up sheets		
print clinical rounds movie (for designated clinical rounds days)		
post phone times on designated phone days		
scan and upload documents to the patient's chart		
make sure closets and group rooms are locked		
pull meds and set up tables for buprenorphine group		

stock toilet paper, paper towels, med and water cups, gloves, and napkins		
clean offices, take out trash, and restock office items		
discard old fruit, pull next day's food, restock (12:00 A. M.)		
make sure the facility is tidy with items put in their places		
clean and refill coffee dispenser (4:00 A. M.)		
clean and refill water dispensers with ice water (5:00 A. M.)		
bleach water dispensers once per week		
wake up (6:00 A. M.)		
smoke break after wake up		
morning med pass (6:00 - 7:00 A. M.)		
<b>Weekly Duties</b> (according to the administrator's discretion)		
MONDAY: deep clean and organize walk-in freezer/refrigerator; stock pantry shelf with items in cases		
TUESDAY: deep clean upstairs and the bathroom		
WEDNESDAY: deep clean and organize the admission office		
THURSDAY: inventory food, supplies, and cleaners		
FRIDAY: deep clean recovery coach office		
FRIDAY: AED indicator light check (green: good; red: tell admin)		