



Recovery Coach Shift Duties

Weekend Nights

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		
audit charts (when assigned)		
laundry (check baskets in dorms)		
check dorms		
PICC medications (if applicable)		
post the chore list		
update and print Community/Wrap-Up sheets		
print and hang up phone sheets <ul style="list-style-type: none"> • Saturday: females • Sunday: males • one-gender facilities: split by therapist 		
scan and upload documents to the patient's chart		

scan Community/Wrap-Up (to the facility administrator)		
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 the trash, and restock office items		
smoke breaks (set alarms for every hour until lights out)		
8:00 P. M. med pass (meds given q12)		
Wrap-Up (8:30 P. M. everyone must attend; lock all doors)		
night med pass (9:00 - 10:00 P. M.)		
lights out, turn off TVs (11:00 P. M.)		
discard old fruit, pull food for the following day, 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.)		
wake up (Monday only 6:00 A. M.)		
daily PICC med pass (6:00 - 7:00 A. M.)		
smoke breaks (set alarms) <ul style="list-style-type: none"> • 7:00 A. M. • on Monday, only 6:00 and 6:45 A. M. 		