



Recovery Coach Shift Duties

Weekdays 3:00 P. M. - 11:00 P. 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)		
conduct scheduled admissions (follow admission guide)		
conduct discharges (follow discharge checklist)		
help patients complete biopsychosocials and schedule assessments		
help patients complete provider assessments and schedule assessments		
PICC medications (if applicable)		
get and check any medications arriving from pharmacy		
recreation group (3:00 P. M.)		
facilitate buprenorphine group for BID patients (5:00 P. M.)		
Community Building group (6:00 P. M.)		
snack shack (5:30 P. M.)		
smoke breaks (set alarms for every hour)		
12-Step meeting (7:00 P. M.) <ul style="list-style-type: none">Monday, Tuesday, Thursday, Fridaysign in outside guestsmake sure no prohibited items are brought in		
movie night (7:00 P. M.)		

make sure everyone attends Wrap-Up (8:30 P. M. doors locked)		
night med pass (9:00 - 10:00 P. M.)		
check chores		
laundry (check dorm baskets)		
Scanning <ul style="list-style-type: none"> • Community and Wrap-Up (to facility administrator) • miscellaneous patient documents like homework and reflections (to file folder, and upload to patient's chart) 		
make sure closets and group rooms are locked		
make sure the facility is tidy with everything put in its place		
empty all facility garbage to the dumpster		