



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 | | |
| prepare supplies for tomorrow's community building group (weekdays) or group activity (weekend) per tonight's email | | |
| 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 | | |

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| 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.) | | |
| Weekly Duties (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) | | |