



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 | | |
| follow tonight's email instructions and prepare supplies for tomorrow's community building group (weekdays) or group activity (weekend) | | |
| replace Saturday Night Live supplies in correct bins | | |
| 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. | | |