

Medical Staff Shift Duties

Date: ____ / ____ / ____

Start of Day initial after completing	
	all sound machines and lights, including lamps in rooms 1 and 5, turned on
	rooms clean and stocked
	controlled substance count completed by 2 team members
	control logs completed (Monday and Friday)
	KASPERs done and uploaded
	new bleach water mixed
Throughout the Day	
	all rooms cleaned with bleach water between patients
End of Day	
	refrigerator temperature checked and logged in Podio
	all injections logged and chart notes entered
	UA machine turned off
	rooms clean with new table paper
	exam room and nurse's station trash emptied and new bags placed
	cabinets checked for foreign objects/contraband
	light switches and doorknobs in exam rooms cleaned
	all sound machines and lights, including lamps in rooms 1 and 5, turned off
	controlled substance count completed by 2 team members
	nurse's station clean and orderly