A&E Middle Area Checklist – Co-ordinator / Tracker

Equipment.	Mon _____	Tues _____	Wed _____	Thurs _____	Friday _____	Sat _____	Sun _____
Computers clean - Dust Free?							
Staffing Boards up to date?							
YAS screen on and working?							
Daily doctors list up to date?							
Sides wiped / dust free?							
Clutter free from drinks / food?							
Clinical room Clean?							
Medication not on sides.							
Cubicle Cleaning Checklist signed?							
Shift report commenced and dated?							
Staffing updated on computer for day?							
Blood Trolleys clean and free from dirt?							
Sluice tidy – No equipment on floor?							
CD drugs checked and ordered?							
Any broken equipment reported?							