

SOP Title	Daily duties for the Emergency Department Housekeepers		
SOP Number			
Version Number	V1		
Effective Date	July 2019		
Author	Louise Croxall Matron		
Approved by			
Approval date			
Distribution			
Location	HRI/CRH Emergency Department		

Document Control				
Version	Date	Author	Status	Comments
V1	07/May 2019	L Croxall		

SOP Objectives	To make sure the department is compliant with infection control and all stock is in date.
Scope	
Performance Measures	CQC action Plan FLO audits
Related Documents	

**Work Instruction – Daily duties and responsibilities for the housekeepers in ED.**

No.	Action	Responsibility
1	Daily check all cubicles including Tristel cubicles and cleaning trolleys. Making sure all observation machines have all the correct leads and equipment. Reporting to EBME as required. Informing nurse in charge so they can document in co-ordinator book.- <b><u>Nights</u></b>	
2	De clutter the department making sure all areas a clean and tidy and hand gel available throughout department - <b><u>Day and Night</u></b>	
3	Daily check fridge temperatures and all fridges are tidy all out of date food/stock is thrown away- <b><u>Morning job</u></b>	
4	Make sure grab boxes are appropriately stocked and have enough ready for use - <b><u>Night</u></b>	
5	Sluice: ensure Tristel is made daily and all areas are tidy. Commodes are cleaned and ready for use- <b><u>Days</u></b>	
6	Resus: Tristel resus and ensure is clean and tidy. Declutter area. Make sure there is no splashes of blood anywhere and all shelving and moveable equipment is cleaned. - <b><u>Night</u></b>	
7	Arterial Blood gas machine is clean and tidy <b><u>Day and Night</u></b>	
8	Observation machines and drip stands are cleaned and tidy. Ensure all equipment is working on observations machines and all leads are present. <b><u>Day and Night</u></b>	
9	Make sure downtime computer is checked daily <b><u>Days</u></b>	
10	Make sure all stock trolleys in all areas are thoroughly cleaned including draws and stock rotated. <b><u>THIS MUST BE DONE EVERY WEDNESDAY</u></b> <b><u>Days</u></b>	
11	All patient trolleys to be Tristel and cleaned daily checking mattress's <b><u>Day and Night</u></b>	
12	Make sure all ordering is completed in the department in a timely manner liaising with stores where appropriate. - <b><u>Days</u></b>	
13	Stock laundry cupboards and make sure there is adequate stock in the department <b><u>Day and Night</u></b>	
14	Make sure waiting areas are decluttered and magazines etc are stocked - <b><u>Day and Night</u></b>	
15	Make sure all friends and family cards are appropriately stocked	

	throughout the department.- <b><u>Day and Night</u></b>	
16	Make sure CDU and is decluttered and patient meals are ordered <b><u>Day</u></b>	
17	Feeding and providing drinks to patients in the central area and CDU 2 hourly intervals	
18	Report any damaged flooring and walls to estates	