

SOP Title	CDU Checks for Night Staff		
SOP Number			
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Author	Rachel Auty- CDU Sister		
Approved by			
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Distribution			
Location			

Document Control				
Version	Date	Author	Status	Comments
V1	11 th June 2019	Rachel Auty		

SOP Objectives	To ensure that all daily CDU checks are completed.
Scope	
Performance Measures	CDU daily checklist Crash trolley check list
Related Documents	

Work Instruction – The following actions need to be completed by the night staff on CDU.

No.	Consider	Responsibility
1	CDU checklist needs to be completed and signed. (Located in blue check list folder at back of Nurses Station)	Nurse/ HCA
2	Checklist tasks to be allocated.	Nurse
3	Crash trolley needs checking and checklist signing. (Located on crash trolley)	Nurse/HCA
4	Does the monthly crash trolley check need doing? Check when last completed. (See monthly crash trolley due date attached to wall by crash trolley)	Nurse/ HCA
5	Inform NIC and complete Datix if unable to complete CDU checks, stating reason.	Nurse
6	Handover to next shift any checks that have not been completed.	Nurse