

Standard Work:		Beginning of the Shift	
<u>Who:</u> Charge Nurse	<u>Owner:</u>	<u>Date Created:</u> 9/19/18	<u>Revision Date:</u> 5/30/2024
Audit:			
<u>Employee:</u>		<u>Audit Date:</u>	
<u>Observer:</u>		<u>Audit Key:</u> Y =Yes; Completed step in sequence N =No; Did not complete/incorrect sequence (note observations)	
<u>V-Tag(s):</u>			
<u>Supplies:</u>	•	•	•

#	Actions / Steps	Key Points	Reasons	Audit
1.	Disarm unit alarms.	Each unit has different codes.	Safety and security	
2.	Unlock front doors.	Use security pad in front of unit.	Patient's safety	
3.	Turn on water. (Non-AquaBoss) For Aqua Boss system- complete RO checks and complete logs. Check logs from previous day for missing data. Check if all machines turned on automatically.	Another unit may have not yet upgraded to Aqua Boss. Check logs from previous day for missing data. (Chlorine checks) Identify machines that failed to automatic turn on and report to manager and FSS.	Non-automatic water on for non-Aqua Boss systems. Compliance to CMS requirement. Early identification of issues or need for staff education.	
4.	Turn off call-forward settings for phone. Check voice mail box for any messages from staff calling-in for the shift.	Identify if staff is calling in for an AM shift or a PM shift.	To identify strategies to resolve staffing issues. Patient safety.	
5.	Check oxygen supplies, glucometer and emergency carts.	For oxygen, check if reserve supply is in use. For emergency cart, check AED for function, suction machine, completeness of cart	Patient safety. Facilitate faster response times for emergency.	

		and expiry date of AED pads. For glucometer, make use that correct code.		
6.	Chlorine checks every 3 hours.	Report parameters outside normal limits and follow protocol for rinse back.	Patient safety. Compliance to CMS requirements.	
7.	Check fax machine for new messages / orders.	Identify critical lab results, enter orders, and render interventions.	Patient safety.	
8.	Login to EMR, check for new orders, and print medication labels.	Medication labels will be printed at the beginning of each shift.		
9.	Follow up on labs a) acknowledging critical lab values and follow up appropriately. b) communicate orders to receptionist and next shift.	Standard work to be completed by in- coming RN at beginning of each shift. Auburn, Broadway, Everett, Fife, Lake City, Rainer Beach, Renton, and Seattle will also serve as back up clinics for their regions and will be responsible for checking eLab alerts for their 'sister' clinics in addition to their own.		

Audit Notes:

Employee Signature: _____ Date: _____

Trainer / Auditor Signature: _____ Date: _____