

Standard Work:		CLOSING THE UNIT	
<u>Who:</u> Charge Nurse	<u>Owner:</u>	<u>Date Created:</u> 9/27/18	<u>Revision Date:</u> 5/30/24
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>	V196, V540, V110, V725		
<u>Supplies:</u>	•	•	•

#	Actions / Steps	Key Points	Reasons	Audit
1.	Complete water check and review log for any missing entry.	For missing entries communicate with staff involved and manager. Complete SAS	Compliance to CMS regulations.	
2.	Check Lab fridge temperature and document in the log.	Put in plant ops work order if any issues with lab fridge	To preserve integrity of specimens.	
3.	Stock med room supplies.	Do not over stock. Check supplies for expiration dates.	Infection control and patient safety.	
4.	Lock medication fridge and cabinets.	Check if there are delivered meds that have not been placed in fridge or cabinets.	Safe keeping and to preserve integrity of medications.	
5.	Complete lab reconciliation.	Be guided by discrepancy report. Reschedule missed labs. Make sure labs are out for next day.	Patient safety.	

6.	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 out-coming RN at end of the day. 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.		
7.	Disinfect medication preparation area and counters.	Follow disinfecting wipes DFU	Infection control	
8.	Check if chore assignments have been completed accordingly using end of night checklist. Should we have a checklist or just list here? TV's off, COW's plugged in, sharps containers & red barrels emptied, prep counters cleared of supplies etc.	Check that all wheelchairs are inside the unit. Check for any O2 flow meters left behind on walls. Back counters cleared of anything. Make sure that machines are set on auto-rinse mode	Prevent waste of supplies and facilitate a smooth work flow for the morning shift. Ease of housekeeping to clean.	
9.	Discharge all active sessions.	Make sure to use appropriate procedure codes (e.g. Acute, center, Crossover), correct access, all charting is complete and abnormal findings addressed	For correct billing. Accurate Medical Records	
10.	Acknowledge all orders.	Regularly check for any new orders throughout the shift.	Pt safety.	
11.	Forward unit phone to voicemail.	Do not set to forward mode until all patients have left the unit.	Communication Patient Safety	
12.	Do a final sweep of the unit. Making sure all patients have left. Check that all doors are locked. Activate unit alarms.	Check bathrooms. Do not activate if housekeeping is in the unit.	Patient safety.	

Audit Notes:

Employee Signature: _____ Date: _____

Trainer / Auditor Signature: _____ Date: _____