

Emergency Department
Daily Check List

Cubicles 15-19

1	Damp dust all surfaces in each cubicle
2	Check all the cubicles have following equipment and it is functioning correctly <ul style="list-style-type: none">• Wall mounted O2 with non re-breath mask covered on one point only• Wall mounted suction with yankheur• Auroscope/ophthalmoscopes boxes are stocked with ear pieces• Overhead lamps
3	The cubicles should be stocked with <ul style="list-style-type: none">• Gloves small /medium/Large• Spare suction/ yankheur catheters
4	Clean underneath trolley and check they have <ul style="list-style-type: none">• Oxygen mask & tubing• Vomit bowl
5	Spacelabs in all cubicles the wires are tidy and have <ul style="list-style-type: none">• BP cuff• ECG electrodes• Adult SpO2 Probe
6	Stock and tidy area around drug cupboard <ul style="list-style-type: none">• Fluids are stocked appropriately in robot• Needles, variety of syringes• Adequate medicine pots, cups and oral syringes• IV Drugs manual and file available• Blue drug preparation trays are available• Giving sets and extensions• O₂ valves and tubing• O₂ masks, nasal specs and nebuliser acorns

Any missing/faulty items **MUST** be reported to the Shift Co-ordinator immediately
Copies of this checklist can be obtained from the micro site