

***** ALL STAFF *****

Date/Time	Res/Room	Res/Room	Res/Room	Res/Room	Res/Room	Res/Room
General Unit Requirements						
hallway items should be on one side						
clean linen cart flap is down						
clean linen cart/dirty cart is 6 feet apart						
dirty linen cart is not overflowing						
All res. turned and repositioned every 2 hrs.						
residents are not left in dining room alone						
medication and treatment carts are locked						
electrical, med room doors locked						
employees should have name tags						
activity calendars throughout unit are current						
Resident Appearance						
up and dressed						
hair combed						
cloths clean/repared						
facial hair groomed/shaved						
comfortable with no concerns						
clean dry with no foul odor						
mouth clean with oral care done						
fingerails clipped and clean						
Basic Room Appearance						
clean ice water at bedside						
privacy curtain pulled with care						
call light is in reach of hand						
personal items are put away in both bathroom and room/all labeled – including wash basins, urinals and bed pans						
Unnecessary items removed from room						
hazards such as razors are not in room						
food items are not at bedside						
there should be no medications at bedside						
bed is in lowest position						
Room clean with no broken items						
floors, bedside table, bathroom, sink clean						
bed, w/c, furniture, are in good repair						
look for burned out light bulbs						
window and privacy curtains hanging properly with no hooks missing and clean						
call light works properly						
Door Latch						
Extension Cords						
Check that Care Card items are in place						
Geri sleeves						
TED hose						
fall interventions alarms, mats, dycem, bolsters						
leg rests indicated are in use & on care card						
hearing aids and glasses are in place						
heels are off-loaded						
Care Card in place						

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***** NURSING *****	Residents with oxygen/Nurse only can fix						
	<i>oxygen and no smoking sign on door</i>						
	<i>oxygen items should be dated tubing, cannula, humidifier (should have water)dated in past 7 days</i>						
	<i>when not in use all should be bagged</i>						
	<i>all green oxygen tank need to be in stand</i>						
	<i>concentrators should be clean include filter</i>						
	Residents with Nebulizers						
	<i>tubing and canister dated in past 7 days</i>						
	<i>tubing and canister not in used is bagged</i>						
	Foley Catheter						
	<i>Foley bag is covered</i>						
	<i>Foley bag/tubing not on floor</i>						
	<i>Foley bag cover is clean</i>						
	<i>Foley bag is lower than resident's bladder</i>						
	Isolation						
	<i>there is a sign on the room door</i>						
	<i>there is a bin outside door and well stocked</i>						
	<i>all staff entering room is wearing PPE</i>						
	<i>all staff leaving room is removing PPE</i>						
	<i>Is there bins for garbage and linen</i>						
	Tube Feeding/Nurse only fix						
	<i>Feeding bottles should be labeled with today's date, time, feeding, and rate – should have today's date</i>						
	<i>head of bed should be up 35-45 degrees</i>						
	<i>pump and pole should be clean</i>						
	<i>tubing should be capped when not in use</i>						

Revised: 07/01/2016

ADDITIONAL COMMENTS: DATE AND TIME: _____ STAFF NAME: _____
