

UAH SIU Staff Daily Routine Checklist

Purpose: To coordinate activities and maintain supplies and personnel through duration of activation

Current Activation Admission Date: _____

SIU Daily Routine	Date / Time	Date / Time	Date / Time	Date / Time	Date / Time	Date / Time	Date / Time	Date / Time
Received handover report from previous shift								
Orders checked in Connect Care								
Care plan (escalation / de-escalation of care) discussed during AM Rounds								
Names recorded on Entry/Exit log								
Up-dated GSICU Charge RN of any care changes								
Review supply cart & check for any items needed asap. Contact CPSM with list of supplies needed or any items borrowed from another unit								
Linen – called for any needed supplies								
Contact Dietary for any diet changes								
Pharmacy medications – check that any routine meds are in SIU. Use Connect Care to contact Pharmacy								
Environmental Services contacted: <ul style="list-style-type: none"> • Extra Cleaning • Large Bio Bin pick-up 								
Any completed documents placed in Forms envelope								

All deliveries to SIU **MUST** come through the OR corridor

- Person(s) delivering items will use corridor intercom to contact SIU team
- SIU team member go out to corridor to receive items (linen, meals, assist with supplies)
 - ✓ Limits number of possible exposures

Please write comments below that clearly describe issues occurring with this SIU activation. (An issue cannot be resolved if the problem is not clearly stated.)

DATE	ISSUE/COMMENT/Name

Place completed checklist into SIU Form envelope.