

Daily Weekday Tech Duties for Gateway

Early Tech should arrive by: 7:15am Middle Tech should arrive by 8:00am Late Tech should arrive by 9:00am	Mon	Tues	Wed	Thurs	Fri
<ul style="list-style-type: none"> • Fill Oxygen tanks 					
<ul style="list-style-type: none"> • Count Charge Sheets <ul style="list-style-type: none"> • Record PT/OT/TECH numbers in computer • File by therapist name 					
<ul style="list-style-type: none"> • Daily board count <ul style="list-style-type: none"> • Count ONLY treats on the boards as well as treats on the pick-up boards in the AM/PM 1st & 2nd priorities 					
<ul style="list-style-type: none"> • Record Fridge / Freezer Temperatures 					
<ul style="list-style-type: none"> • Check PT/OT hold, D/C, and U&M folders for discharges and room changes- remove discharged from the board 					
<ul style="list-style-type: none"> • Take Discharges and record times in the book • If late-highlight • File papers into binders 					
Duties to do throughout the day					
<ul style="list-style-type: none"> • Pull papers off printer and look in Epic to see what kind of order <ul style="list-style-type: none"> • New, Add, Re-eval, Resume, or Wound • Add name and information into the book if it is a NEW, make tags for appropriate boards • Put paperwork into bins and attach original paperwork if necessary (Resume, Re-evals) • Make sure room on paper matches room on tag 					
<ul style="list-style-type: none"> • Equipment round up! <ul style="list-style-type: none"> • Walker run and other equipment to be gathered around the units (Check soiled utilities) 					
<ul style="list-style-type: none"> • Bring equipment back to office and if time allows clean with bleach wipes. Every part of the equipment must be wiped down and left out to dry before putting away. <ul style="list-style-type: none"> • Place drying equipment in area marked "clean" <ul style="list-style-type: none"> • If time <u>does not allow</u> to be cleaned right when brought back put dirty equipment in area marked "dirty" <ul style="list-style-type: none"> • This should not be in same place as clean equipment 					
<ul style="list-style-type: none"> • Help therapist or take them equipment when they call 					
<ul style="list-style-type: none"> • Check Voicemail throughout the day 					
End of the day duties					
<ul style="list-style-type: none"> • Take morning list and match with list in Epic <ul style="list-style-type: none"> • If a patients name is on the morning list but no longer on list in Epic, check to see if they have left. If they have remove their tag from the board. • If the patient is still in the hospital but changed rooms, change room on tag (leave tag where is it unless they have gone to ICU) <ul style="list-style-type: none"> • If gone to ICU, let a therapist know so they can write hold note 					
<ul style="list-style-type: none"> • Set therapist names on board for the next day 					
<ul style="list-style-type: none"> • Count Mistreats at the end of the day <ul style="list-style-type: none"> • This would be any patient tag left in the AM 1st and 2nd priority box as well as the PM 1st and 2nd priority box (TREATS ONLY) 					
THINGS TO DO IF NOT BUSY					
<ul style="list-style-type: none"> • Clean and organize office 					
<ul style="list-style-type: none"> • Make blank tags for the tag bins 					
<ul style="list-style-type: none"> • Make copies of therapy handouts 					
<ul style="list-style-type: none"> • Record Fridge / Freezer Temperatures 					
<ul style="list-style-type: none"> • Check PT/OT hold, D/C, and U&M folders for discharges and room changes- remove discharged from the board 					
<ul style="list-style-type: none"> • Take Discharges and record times in the book • If late-highlight • File papers into binders 					
<ul style="list-style-type: none"> • Check inventory and make sure everything is stocked or needs to be reordered 					
<ul style="list-style-type: none"> • Every Friday clean Whirlpool 					