Daily Weekday Tech Duties for Gateway

ASSESSMENT OF THE PERSON OF TH						
	Fech should arrive by: 7:15am				2000	
	e Tech should arrive by 8:00am	Mon	Tues	Wed	Thurs	Fri
ate Te	ech should arrive by 9:00am					
•	Fill Oxygen tanks					
•	Count Charge Sheets					
•	 Record PT/OT/TECH numbers in computer 					
	File by therapist name					
	Daily board count					
	 Count ONLY treats on the boards as well as treats on the p 	ick-up bo	ards in th	ne AM/PI	И 1 st & 2 nd	
	priorities	20 m		10 miles (10 miles 24 s 14 miles 24 mil		
•	Record Fridge / Freezer Temperatures					
•	Check PT/OT hold, D/C, and U&M folders for discharges and ro	om chan	ges- remo	ove disch	arged from	n the
	board		,			
•	Take Discharges and record times in the book					
•	If late-highlight					
•	File papers into binders					
	Duties to do throughout the	dav				
•	Pull papers off printer and look in Epic to see what kind of orde					
	New, Add, Re-eval, Resume, or Wound					
	Add name and information into the book if it is a NEW, ma	ka tags fo	or annror	rista hos	rde	
	Put paperwork into bins and attach original paperwork if n	_				
	Make sure room on paper matches room on tag	ecessai y	(Nesume	, ite-eval.	?/	
•	Equipment round up!					
		o unito //	Shock soi	lad utiliti	oc)	
•	Walker run and other equipment to be gathered around the prince of the part to be gathered.					ont
	Bring equipment back to office and if time allows clean with ble	each wipe	es. Every	part of tr	ie equipme	ent
	must be wiped down and left out to dry before putting away.					
	 Place drying equipment in area marked "clean" 	at back n	ut dirty o	quinmon	t in area m	aarko
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