

Department: Radiology	Section: CT	Effective Date: 01/2001
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DAILY SHIFT CHECKLIST

Purpose: To ensure the smooth transition from one shift to the next, to report on the remaining patient workload and that the room/ work area is orderly or cleaned for the next shift.

Policy Because it is impossible for a staff member to properly execute his or her job duties without the benefit of supplies and a clean work environment, this policy has been established. The scan area will be stocked at the beginning of your shift meaning each shift is responsible for stocking supplies.

The Daily Shift Checklist will be completed. Any deficiencies will be rectified by the previous shift before they can leave for the day. The Manager must approve exceptions. The manager will solve any disputes. See attached sheet.

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