

End of Shift Checklist

Purpose:

The technologist should ensure that all exams are tracked correctly and that their workspace is ready for the oncoming shift. This list provides a basic set of guidelines for end of shift procedures.

Policy:

1. Area must be fully stocked with all supplies.
2. Area must be completely free from dirty linens.
3. All CR plates must be placed back in the appropriate storage area.
4. All surfaces should be wiped down.
5. All items should be stored appropriately.
6. No items on the floor.
7. No open medications/contrast out. All medications and contrast media must be locked up.
8. No supplies left open.
9. No clean and dirty items stored together.
10. The tracking monitor must be checked against the worklist.
11. You must track out any exams that were performed.
12. Each staff should check the end of shift report.

Revised: 01/09
Reviewed: 12/19/06
Written: 12/2/03