Weekly Float Checklist

Name:					Week Of:	
Instructions: Fill out duties for the appropriate day. ONLY FILL OUT WHAT YOU COMPLETE						
Task	Monday	Tuesday	Wednesday	Thursday	Friday	Notes:
Room patients (per provider specifications) Help set up for procedures and AWE						
Keep UTD in Athena chat						
Organize/Declutter/Dust workspace						
Place paperwork to scan in reception						
Listen and document VM for all providers						
Nurse Visits						
Bucket support (all areas)						
Offer chart prep help						
Stock bathrooms (wipes, cups, paperbag)						
Stock utility room						
Stock NV room (needles, meds, supplies, handouts etc.)						
Autoclave tools						
Document all NV in utility log						
Turn in checklist end of week						
Restart computer (weekly)						
Cover lunches						
Assist with walk ins (patients w/ questions, paperwork, add on nurse visits, triage)						
Triage calls						
Take out shred/Check providers office for shred						

Provider Attrition Checklist	Turn in call list to Back office Coordinator				
Provider	Monday	Tuesday	Wednesday	Thursday	Friday
Jeff Cole					
Brennan Ullom					
Michelle Kitchen					
Denise Mao					