

DAILY URINALYSIS CHECKLIST

Month _____ Year _____

DUTIES

NIGHT SHIFT		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	Complete Daily Preventive Maintenance in UA. Record remedial action for items outside expected limits on P.M. logs.																															
2	Complete Daily Preventive Maintenance for IRIS IQ 200/Velocity.																															
3	Print pending worksheets, review, act upon, sign and file in overdue/pending binder. Review pending middle of shift.																															
4	Cancel all orders from the cancelation log and make sure there are no pending orders to be cancelled.																															
DAY SHIFT		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	Advantus, IRIS IQ 200, Velocity: Run, record/file Quality Control results. Record remedial action for values outside expected limits.																															
2	Date each reagent upon opening.																															
3	Wipe counters with appropriate disinfectant as often as necessary to maintain no-infectious work area.																															
4	Print pending/overdue worksheets, review, act upon, sign and file in overdue/pending binder. Review pending middle of shift.																															
5	Cancel all orders from the cancelation log and make sure there are no pending orders to be cancelled.																															
EVENING SHIFT		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	Wipe counters with appropriate disinfectant as																															
2	Print pending/overdue worksheets, review, act upon, sign and file in overdue/pending binder. Review pending middle of shift.																															
3	Cancel all orders from the cancelation log and make sure there are no pending orders to be cancelled.																															

ALL SHIFTS: Record all remedial action P.M. or QC log sheets.