

## HARMONY EVENT MEDICINE - Shift Checklist

### AT THE BEGINNING OF EVERY SHOW/ EVENT:

Know your role: Helper? First Aid? Medic? Crisis? Shift Lead?

Am I wearing a T-shirt or Laminate for Identification?

Read over "Clean and Disinfect", and where are your PPE's?

Know the Medical Supplies Kits/Bags. Stage items for quick retrieval!

Learn how to use, find, and file pertinent forms.

**\*\*Are there enough forms for your shift?**

Familiarize yourself with the tent layout, patient care stations, welcome table, and supplies needed for your role.

Who is Medical Professional On-Call? Are they on radio, or nearby? Anything I need to know about the show via pre-doors security meeting?

Do I know how to operate and use Production Radio?

If I have to leave the tent or table or event, does my Shift Lead know?

Do I know the venue? Stage Right, Vendors gate, Barricade, etc?

Do I know where the Restrooms are? Where lost & found is located?

Do I know where to wash up, where smoking IS allowed, where is H2O/Ice?

Do I know where instrument and personal cleaning agents are? (Sanitizers)

Do I know where blood spill kit is? Where red Bio Bags are?

Do I know where the Go Bags are? Are they stocked and ready?

Do I know where the AED is?

Do I know where wound wash tubs and supplies are?

Do I know where skin care, ear care, wound wash products are?

Do I know where my back stock totes are?

Did I communicate to Shift Lead if we out are OUT of a supply?

Where is the wheelchair, cots, crutches or slings?

Where are the blankets, cloth-paper towels and/or extra clothes? Where are the emergency vitals devices? CPR masks?

Have I driven a golf cart/gator, or do I need a practice run?

Do I know how to properly handle power cords & lighting?

Do I need to reread the First Aid book to refresh, or do I need to re-cert?

Do I have any other questions? Please ask your Shift Lead.

These are the most important aspects of your job. Do these tasks and we will all succeed!!