

RHC Nurse Monthly Duties
Fiscal Year End: 12/31/2021 (Update Annually)

Month	Drug Samples	Influenza Vaccines	Emergency Drugs	Anesthetic Spray	Suture Sets	Clean Supply Cabinets
January						
February						
March						
April						
May						
June						
July						
August						
September						
October						
November						
December						

Instructions

On the last day of the working month, please closely review the above areas and ensure that any outdated drugs or supplies that are found in the area are disposed of properly, clean the supply cabinets, and remove all clutter from the clinic. The clinic should be completely dust free at the end of the month, as well. Please initial in each of the boxes that you completed the task for the appropriate month. The Office Manager will oversee this process on a quarterly basis to ensure it has been completed:

1st Quarter

2nd Quarter

3rd Quarter

4th Quarter

RHC Nurse Weekly Duties
Fiscal Year End: 12/31/2021 (Update Annually)

Day	Date	Clean Patient Rooms	Take Out Garbage	Restock Patient Rooms	Complete Filing of Charts	Initials
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
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