**SUPTR Aid Duties**

***#1 Priority of therapy aides is PATIENT CARE!!! At ALL times!***

**Morning Responsibilities (Daily):**

1. Turn on all lights and TV’s
2. Turn on splint pan, check water level
3. Open office doors and windows
4. Fold MHP towels that were drying through the night
5. Laundry
6. Zip all cold pack bags

**Lunch Responsibilities (Daily):**

1. Change Pillowcases & Wipe all matts, wedges, stools, and bolsters with the matt disinfectant
2. Clean whirlpool(WP) unless a WP patient will be coming in the afternoon
3. Clean Bathroom (stock paper towel & TP, clean toilet, mirror & sink, and refill soap)
4. Vacuum, sweep, and mop if there are no patients
5. Fill water dispenser
6. Laundry

**Afternoon Responsibilities(Daily):**

1. Change Pillowcases & Wipe All matts, wedges, stools, and bolsters with the matt disinfectant
2. Pull charts, electrodes, and type charge sheets for the next day
3. Empty all(15) garbage cans and shredders (2)
4. Lay out MHP towels to dry for the night
5. Turn off Heat/AC(3)
6. Turn off splint pan(when they are done upstairs) and machines (E-stim, Biodex, Traction, Etc.)
7. Add water to splint pan, Hydrocollators
8. Zip all cold pack bags
9. Clean gym equipment
10. Clean Whirlpool (use Whirlpool disinfectant)
11. Lock outside door and office doors and windows (when they are all finished upstairs)

**Weekly(when it is slow):**

1. Laundry (wash all MHP towels and cervical MHP covers frequently)
2. Fill ultrasound gel & water bottles
3. Vacuum gym and carpet (when no patients are here)
4. Disinfect handles, weights, machines, and cords
5. Sweep and mop- when pt’s are not here-(bathroom, WP room, laundry room, entry and elevator)
6. Condition mats and equipment with the leather conditioner
7. Add ice cups
8. Learn how to fit braces, set up the biodex
9. Help Sherry file, assemble charts, pull discharges, etc.

**Monthly:**

1. Hydrocollators cleaned inside and out according to schedule
2. Clean windows (inside and out)
3. Clean Paraffin bath and splint pan inside and out
4. Clean hand room
5. Defrost freezer (In WP room over the weekend, but it has to be running by Monday)

\* Do not compromise patient care for cleaning or other responsibilities. Always make sure patients are being taken care of. There should always be an aid in the gym to monitor patients (don’t leave them unattended.) If there is something you do not know how to do, ask someone and learn how to do it. Stay off your phone and stay busy, there is always something to do. \*