



End of Shift Email Template

Receptionist Name:

Date of shift:

Hub Location:

Time of shift:

Phone Extension:

GP bag checked and locked away: YES / NO

Does any equipment need replacing/restocking: YES / NO

Clinical waste bin emptied: YES / NO

Rooms tidy: YES / NO

Cups/cutlery etc washed up and returned: YES / NO

Sanitised work station (Reception + GP): YES / NO

Urgent follow-ups:

2WW:

Letters unable to send:

Any other issues/comments:

Please edit above and email to swlicb.chambersextendedhours@nhs.net at the **END** of your shift.