

**HACKETTSTOWN REGIONAL MEDICAL CENTER
CARDIO PULMONARY POLICY MANUAL
DAILY STAFF TASKS**

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Purpose: To outline pulmonary rehabilitation center specific daily staff tasks.

Procedure:

- The staff member will communicate with the department secretary in reference to any messages and/or issues.
- Any high priority patient message or need will be addressed.
- The staff member will open the center and inspect the area for any issues.
- Review patient workload noting any additional needs or tasks and prep for the first patient.
- If the staff member has a cancellation, they should inform the department manager or designee. The manager or designee will assign additional duties as required.