

Lone working check-in log

Register | MOB-FRM-004

Document type	Register
Title	Lone working check-in log
Document ID	{{facility.code}}-MOB-FRM-004
Version and status	1.0 Issued for use. Pending ASF Expert Committee ratification
Prepared by	{{roles.quality_lead.name}}, Quality lead
Reviewed by	{{roles.clinical_director.name}}, Clinical director Date: _____
Approver and signature	{{roles.clinical_director.name}}, Clinical director Signature: _____ Date: _____
Effective date	{{document.effective_date}}
Next review	{{document.review_date}} (12 months, or sooner after any incident or change)
Replaces	None (new document)
Standards and criteria supported	Standard 13 (Mobile Clinic and Outreach), criterion 13.10
Evidence basis	E-006, E-009
Status of this document	Recommended best-practice model. A hospital may adopt, adapt or replace it with an equivalent that meets the same criteria.

Use this form when

Records each scheduled check-in, any missed check-in and the response.

1. How to complete

- Record each check-in at its time.
- Record any missed check-in and the response.
- Record the outcome.

2. Record

Date	Worker	Scheduled check-in time	Check-in made (yes or no) and time	Response started (if missed) and time	Outcome

Completed by (name and role): _____ Date/time: _____ Signature: _____

3. Evidence

ID	Source and status
E-009	Based on WHO classification and minimum standards for emergency medical teams (2013).
E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus.

EC = ASF Expert Committee consensus.

4. Change history

Version	Date	What changed	Approver and signature
1.0	{{document.effective_date}}	First version	Pending Expert Committee approval