

## Philadelphia Alliance for Labor Support HUP On-Call Shift Check List

### When you arrive:

- Sign in on the Doula Log
- Introduce yourself to the primary RN & get summary of client's status
- Wash your hands!
- Introduce yourself to the client (and any support people present)
- Explain the role of a doula & obtain consent for services (purple form)
- If you are a mentor with an orientee, explain your different roles to the client
- Ask the RN before offering food/drink, helping with ambulation, etc.
- Take care of yourself! (breaks, snacks, etc.)

### After your shift:

- Call another doula (from next shift on schedule or Call Anytime list) one hour before you have to leave if the woman still requires services (and she wants another doula to come in)
- If you have to leave, let the primary nurse know you are leaving
- If the mom has delivered, let her know if/when you will return for a post-partum visit (Note: visiting hours are between 11am & 8pm)
- Ask staff member(s) to fill out Staff Evaluation forms (green). Let them know they can leave it in the green envelope by the ice machine/microwave.
- Clean the birth balls & supplies with antiseptic wipes provided in the birth bag & return them to the storage closet
- Return your PALS pager (if used)
- Fill out Birth Record form (white) & put in the "Completed Paperwork" folder along with the Consent Form
- Sign out on the Doula Log
- Let the On-Call Coordinator know if anything is missing, damaged, or needs to be restocked
- If you are an Orienteer and you are ready to move on to Active status, inform your future Mentors & the On-Call Coordinator so another Orienteer can take your place on future shifts
- Relax & take care of yourself!