

Project Lifesaver Monthly Caregiver Log Sheet

This log has to be filled out daily by caregiver and reviewed/signed off by visiting Program Representative during monthly battery/strap change

_____ Client Name _____ Caregiver name _____ Client# _____

Frequency #: 216. _____ Serial #: _____ Transmitter ID #: _____ Worn on Wrist or Ankle - RHS or LHS

Day	Month	Time	Person Inspecting Equipment	Comments
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				

Date and time for next Visit: _____

Battery/Strap Changing Representative Endorsement:

Print Name: _____ Signature: _____

Verified on: _____ (date)

Comments for Caregiver:

Project Lifesaver Phone Number: 1-855-365-3362

Client# _____

Client Battery Change Checklist

Before Client Visit

- Things to take
 - Client Log Sheet & Battery Change Check List
 - Pen
 - Battery
 - Strap
 - O-ring and grease
 - Battery Change Kit (Scissors, Marker, Used Battery Case, Spiral Punch, Key, Grease, O-ring, Tissue, Gloves)

At Client Residence

- Test transmitter
- Cut Strap (Not through perforated portion of strap)
- Remove Old Strap
- Count Number of Holes for Proper Fit (_____)
- Cut New Strap to Length
- Open Back of transmitter Using Proper Key
- Mark Used Battery with an "X" prior to removing it from the transmitter
- Remove Used Battery and place in storage case
- Verify the Frequency and ID Number of the transmitter
- Complete the Top Section of New Log Form
- Clean transmitter including O-Ring
- Grease or Replace O-Ring if necessary
- Insert New Battery
- Replace Back of transmitter Case, Finger Tight and then Snug with Proper Key
- Test transmitter
- Put New Strap on transmitter
- Secure transmitter on Client
- Test transmitter
- Collect Previous Month's Client Log Sheet & Battery Change Check List
- Check that Form is Completed & Sign off Bottom of Log Form
- Note any comments, such as if you replaced the O-ring or have any concerns
- Leave New Client Log Sheet & Battery Change Check List with Caregiver
- Set date and time for next battery change and note on Log Sheet for Caregiver
- Record date and time for visit (_____)
- Email details of this visit and date and time for next visit to ops@projectlifesaver.info

After Client Visit

- Return Completed Client Log Sheet & Battery Change Check List to your Agency Coordinator and dispose of the used batteries in a safe manner.

Project Lifesaver - Transmitter Check Log & Battery Change Check List

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