

UCHC Competency Checklist: Annual
 Cluster Area: OB-GYN/MFICU
 Employee Name: _____

Position Title: NCA
 Unit: OB-GYN
 Start Date: _____ End Date: _____

Validation Method Codes:	
O	= Observation (Clinical)
D/S	= Demonstration/Simulated
T	= Written Test
V	= Verbal Test

Competencies (by category)	Validation Methods				Assessor's Initials	Competency Achievement Date	Comments
	O	D	T	V			

A. EQUIPMENT

LEVEL 1: ROLE COMPETENCIES

None							
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LEVEL 2: CLUSTER SPECIFIC COMPETENCIES Operates the following equipment:

Thermometer: Oral/Rectal/Tympanic							
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Antiembotic Stockings (e.g. PAS)							
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Ted Stockings							
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Incentive Spirometer							
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Scale: Standing/Bed/Chair							
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Hoyer Lift							
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Wheelchair							
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Gerichair							
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Stretcher							
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Stretcher Chair							
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Slide Board							
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Hospital Bed							
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Bed Trapeze							
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Sitz Bath							
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BP Cuff							
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Pulse Oximeter							
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EKG							
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DOCUMENTATION/COMMUNICATION

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Describes Communication Considerations For Specific Age Groups							
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Maintains Patient Confidentiality							
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Initials/Name: _____ Initials/Name: _____ Initials/Name: _____

Competencies (by category)	Validation Methods				Assessor's Initials	Competency Achievement Date	Comments
	O	D	T	V			
Answers Phone According To UCHS Standard							
Operates And Answers Nurse Call System							
Adheres To Customer Service Values Of UCHS							
Accepts Delegated Functions According To UCHS Nine Step Process							
Utilizes Effective Written Communication							
Documents Vital Signs On Appropriate Paperwork							
Documents Blood Pressure On Appropriate Paperwork							
Documents Weights On Appropriate Paperwork							
Documents I&O On Appropriate Paperwork							
Documents Calorie Counts On Appropriate Paperwork							
DECENTRALIZED LAB							
Performs The Following Decentralized Labs And Quality Controls:							
Instruments							
Glucometer							
Performs Quality Control Checks For Instrument(s)							
Performs Quality Control Checks For Glucometer							
PERFORMANCE IMPROVEMENT							
Identifies Two (2) Performance Improvement Activities Currently Occurring In Unit/Department							
Describes The Continuum Of Care In Unit/Department							
Identifies Care Paths Being Used On Unit							
Describes How Case Management Functions Are Performed							
CLINICAL SKILLS							
Measures And Records Vital Signs:							
Temperature (Oral/Rectal/Typmanic)							
Pulse (Apical And Radial)							

Competencies (by category)	Validation Methods				Assessor's Initials	Competency Achievement Date	Comments
	O	D S	T	V			
Respiration							
Blood Pressure							
Restraints and 1:1 Supervision							
Attends Restraint Class							
Attends 1:1 Supervision Class							
Assists Nurse With Patients In Restraints /1:1 Supervision As Delegated By The RN							
Verbalizes Strategies That Should Be Utilized For Providing 1:1 Care							
Applies Restraints According To Manufacturer's Instructions							
Applies Restraints As Delegated By The RN							
Sets Up Seizure Precautions Per Protocols							
Patient Discharge							
Assists With Patient Discharge As Delegated By The RN							
Assists The RN To Provide Post-Mortem Care							
Lists What Procedures Must Be Followed For Admitting A Patient To The Morgue							
Identifies The Necessary Paperwork For Admission To The Morgue							
Demonstrates How To Sign In A Body Into The Morgue Log							
Demonstrates Putting A Body Into The Morgue Locker							
Demonstrates How To Use The Body Lift Using Proper Body Mechanics							
Identifies Where A Body That Is Over 300 Pounds Is Placed							
Respiratory Care							
Assists With Patient Respiratory Care As Delegated By The RN							
Performs Specimen Collection Of Sputum According							

Competencies (by category)	Validation Methods				Assessor's Initials	Competency Achievement Date	Comments					
	O	D	T	V								
Dentures												
Reports Changes In Mouth/Tongue/Gums/Teeth To RN												
Performs/Assists Patient Bed Bath												
Reports To Nurse Any Skin Changes												
Assists Patient With Shower												
Shampoos Patient's Hair												
Performs Peri Care As Needed												
Performs Foley Care												
Assist With Application Of Cold Packs As Instructed By RN												
Performs Twelve (12) Lead EKG As Directed By RN:												
Demonstrates Proper Lead Placement												
Identifies Where To Place Operator Initials												
Identifies How To Use Auto Mode												
Describes Strategies To Correct Filter Interference vs. Artifact												
Performs Phlebotomy (Excluding PSYCH/ADATC, NICU/Newborns) According To UCHS Lab Standards												
Performs Pulse Oximetry Per Protocol												
AGE SPECIFIC												
Core (Completes The PREF Age Specific Attachment)												
Unit/Department Specific - Identifies Any Specific Information Needed For This Unit's Specific Age Population And Clinical Service												
Identifies Where A Body That Is Over 300 Pounds Is Placed												
Respiratory Care												
Identifies Where A Body That Is Over 300 Pounds Is Placed												
Respiratory Care												
Assists With Patient Respiratory Care As Delegated												

Competencies (by category)	Validation Methods				Assessor's Initials	Competency Achievement Date	Comments						
	O	D	T	V									
Reports Changes In Urine To RN (Hematuria/ Color/ Clarity/Odor)													
Obtains Urine Specimen													
Routine UA													
Clean Catch C&S													
Strain Urine For Stones													
Applies Urinary/Fecal Collection Device													
Assist In Patient Care Exam/Procedure As Directed By RN													
Assists Patient Into The Following Positions													
Supine													
Prone													
Fowlers													
Semi-Fowlers													
Lithotomy													
Makes Patient Beds													
Occupied As Delegated By The RN													
Unoccupied													
Maintains Proper Body Alignment As Delegated By The RN													
Demonstrates How To Position A Patient In The Bed													
Demonstrates How To Position A Patient In A Wheelchair													
Demonstrates How To Log Roll A Patient													
Transfers Patients As Delegated By The RN													
Stretcher To Bed/Table, And Back													
Wheelchair To Bed/Table, And Back													
Chair To Bed, And Back													
Chair To Wheelchair, And Back													
Assists Patient To Ambulate Per MD Order													
Patient With Unsteady Gait													
Patient With Tubes/Drains													
Assists With Patient Personal Care As Delegated By RN													

Competencies (by category)	Validation Methods				Assessor's Initials	Competency Achievement Date	Comments						
	O	D	T	V									
Mouth Care													
Performs Or Assists With Providing Care Of Dentures													
Reports Changes In Mouth/Tongue/Gums/Teeth To RN													
Performs/Assists Patient Bed Bath													
Reports To Nurse Any Skin Changes													
Assists Patient With Shower													
Shampoos Patient's Hair													
Performs Peri Care As Needed													
Performs Foley Care													
Assist With Application Of Cold Packs As Instructed By RN													
Performs Twelve (12) Lead EKG As Directed By RN:													
Demonstrates Proper Lead Placement													
Identifies Where To Place Operator Initials													
Identifies How To Use Auto Mode													
Describes Strategies To Correct Filter Interference vs. Artifact													
Performs Phlebotomy (Excluding PSYCH/ADATC, NICU/Newborns) According To UCHS Lab Standards													
Performs Pulse Oximetry Per Protocol													
AGE SPECIFIC													
Core (Completes The PREF Age Specific Attachment)													
Unit/Department Specific - Identifies Any Specific Information Needed For This Unit's Specific Age Population And Clinical Service													

CLERICAL SKILLS

Level 1: