

UCHC Competency Checklist: ORIENTATION

Position Title: Registered Nurse, JDH Employee Name: _____

Unit: CSDU

Cluster Area: Critical Care: ED, ICU, PACU, CSDU, Critical Care Float Pool

Method of Instruction Key: P = Protocol/Procedure Review E = Education Session S = Self Learning Package C = Clinical Practice D = Demonstration	Method of Evaluation Key: O = Observation (in clinical setting) RD = Return Demonstration T = Written Test V = Verbal Review	Self-Assessment by Employee			Validation of Competency		
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All Level 1 Competencies reviewed / documented in Central Orientation							
A. GETTING INTO THE SYSTEM							
Locates Hard Copy Manuals on Unit					E		
Locates On-Line Manuals					E		
Obtains network, LCR, Pyxis, & Unit-Specific Access					E		
Recalls Proper Call-Out Procedures					E		
Identifies unit-based orientation plan and timing of evaluations					E		
Receives PREF for Position					E		
Locates Educational Activity Records Binder / File					E		
Identifies Performance Improvement Indicators					E		
Places contact information onto disaster call tree					E		
Completes form for Electronic Signature for Medical Records (Policy 2006-05)					E		
B. SAFETY/INFECTION CONTROL							
Locates fire alarms, extinguishers and exits					E		
Demonstrates appropriate use of Red-Bag Waste					E		
Disposes of needles / syringes appropriately					E		
Identifies and locates personal protective equipment					E		
Reviews Safety Plan for unit					E		
Verbalizes the use and online location of Material Safety Data Sheets (MSDS)					E		
C. EQUIPMENT							
LEVEL 1: DEPARTMENTAL COMPETENCIES:							
Locates equipment manuals					E		
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LEVEL 2: CLUSTER SPECIFIC COMPETENCIES – Operates the following according to the operator’s manual							
Cardiac monitor							
Chest Drainage System							
Defibrillator / External pacemaker							
Doppler							
ECG Machine (12 Lead)							
Hospital bed / stretcher							
Hover Mat							
Infusion pump: Single chamber							
Double chamber							
Infusion tubing (primary and secondary)							
Infusion Guard-rails							
Infusion pump: Syringe pump							
Intubation tray: Oral / nasal airways							
Laryngoscope handle / blades							
LMA							
End-tidal CO2 detector							
Needleless IV system							
Nasogastric / Orogastric Tube							
Noninvasive Blood Pressure Machine							
Oxygen set-up and delivery: flowmeter / nasal cannula							
simple mask							
nonrebreather							

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Pulse oximeter							
Pyxis Medication Administration System							
Restraints: mitts							
freedom splints							
limb (soft / locked)							
Restraint Alternatives: skin sleeve							
personal alarms							
chair pads							
Suction: continuous / intermittent							
Thermometers (oral, tympanic, rectal)							
LEVEL 3: UNIT-SPECIFIC COMPETENCIES - Operates the following according to the operator's manual:							
Antiembotic Stockings							
Aquadex ultrafiltration machine							
CPAP / BiPAP							
CADD pump							
CAPD equipment							
Cardiac Monitors: Bedside							
Central Station							
Transport							
Feeding pump							
Epidural pump							
Fluid / Blood Warmer							

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Heimlich Valve							
Hemodynamic Monitoring set-up: Arterial line							
CVP							
Hypo / Hyperthermia machine							
Nurse-Call System / Badges							
PCA pump							
Rental Beds: Air med-surg bed (Kin Air)							
Bariatric (Bari Maxx, Bari Kare, Bari Air)							
Temporary (transvenous) Pacemaker / Pulse Generator							
Wound V.A.C. (Wound Assistive Closure Device)							
D. DOCUMENTATION/COMMUNICATION							
LEVEL 1: DEPARTMENTAL COMPETENCIES							
Accesses patient information in LCR							
Accesses e-mail account							
Locates link to Patient Safety Net							
Appropriately utilizes the Bed Management System							
Adheres to customer service values of UHC (telephone, interpersonal)							
LEVEL 2: CLUSTER SPECIFIC COMPETENCIES							
Completes Admission, Transfer, Discharge Paperwork (clinical resume / W-10)							
Completes Core Database (all units) and Inpatient Databases (inpatient units)							
Completes requisitions (ie. lab, radiology)							
Completes unit-specific chart audits / chart review as applicable							

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Documentation format for: Care Plan (inpatient units)							
Code Blue *							
Conscious Sedation Flowsheet (all units except CSDU)							
Death packet							
Fall risk assessment *							
Frequent Vital Signs *							
Documentation (cont): Medication Administration Record *							
Patient / family teaching record (inpatient units)							
Preoperative Checklist							
Progress notes: DAR format (inpatient units)							
Restraint / 1:1 / Constant Observation Flow-sheet							
(* Electronically documented in some clinical areas)							
States proper time frames / frequency for completion of various documentation							
LEVEL 3: UNIT SPECIFIC COMPETENCIES							
Admission Packet: Advanced Directives, Permission to Treat							
Release of Medical Information, Personal Property Release							
CAPD Flowsheet							
Cardiac Step-Down Unit Flowsheet							
E. PROVISION OF CARE							
HOSPITAL ADMINISTRATIVE MANUAL– aware of content and/or provides care according to the following protocols/procedures:							
Care Delivery to Persons Who are Deaf or Hard of Hearing (8-009)							

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CPR: Code Blue Response on Campus (08-022A) and related appendices							
Do Not Resuscitate/Comfort Measures Only (8-023)							
Informed Consent (6-002)							
Latex Allergy (8-047)							
Medication Reconciliation (8-007)							
Moderate Sedation (Conscious Sedation) (8-013)							
Organ-Tissue Donation (7-016)							
Consent / Refusal of Blood and/or Blood Products (6-012)							
Report / Handoff (8-059)							
Universal Protocol/Correct Surgical Site (8-048)							
Verbal/Telephone Orders (6-013)							
NURSING PRACTICE MANUAL – aware of content and/or provides care according to the following protocols/procedures:							
Allergies: Identification of Patient Allergies							
Anticoagulation Therapy							
Antiembolic Therapy							
Assessment: Scope of Nursing Practice							
Blanketrol II : Hypo / Hyperthermia Blanket							
Blood Components: Acquisition from Blood Bank							
Blood Components: Administration							
Blood Components: Emergency Release							
Blood Components: Transfusion Reaction							
Blood Components: Type & Screen/ Type & Cross-Match							

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Calorie Counts							
Central Lines: Alteplase (Cathflo Activase®) Instillation for Catheter Clearance							
Central Lines: Blood Drawing							
Central Lines (and Implanted Ports): Heparin/Normal Saline Flush							
Central Lines (and Implanted Ports): Intravenous Fluid Administration							
Central Lines: Dressing/Catheter Site Care							
Central Lines: Patient Care							
Chart Review & Audits (Inpatient)							
Chest Tube							
Delirium: Risk Identification and Management							
Diabetes Mellitus Management: Peri-procedural Care							
Discharge Planning: Nursing Responsibilities							
Documentation: Admission							
Documentation: Discharge							
Documentation: Progress Notes							
Documentation: Standard Care Plan							
Epidural Narcotic Infusion and Patient Controlled Epidural Analgesia (PCEA)							
Factor VIII Administration							
Falls: Risk Identification and Prevention Management							
Heimlich Valve							
Hypertension: Care of the Patient with							
Immune Globulin							
Insulin: Continuous IV Administration							
Intravenous Fluids with Additives/Medications							

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IV Push Medications							
Lipids Administration							
Medication Administration: Investigational Drugs							
Medication Administration: Pyxis for Controlled Substance Security							
Medication Administration: Student Nurses							
Medication Administration: Therapeutic Interchange of Medications							
Medication Administration: Use of the Inpatient Medication Administration Record							
Medication: Patient's Personal Receipt and Storage, Non-Formulary Admin							
Medications: Double Checks							
1:1 Observation/Constant Observation							
Ostomy Care (Protocol, Teaching Plan, & Patient Education Handouts)							
Pain: Care of the Adult							
Pain: Continuous Narcotic Infusion							
Pain: Narcotics via PCA Pump							
Pain Scale							
Parenteral Nutrition Administration							
Peak and Trough Levels; Medications							
Peripheral Intravenous Therapy							
Peritoneal Dialysis: Acute							
Post-Mortem Care							
Potassium: IV Infusion (Adult)							
Respiratory Compromise							
Restraints: Acute Medical/Surgical (Non-behavioral)							
Restraints: Behavioral							

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Seizures							
Skin Care: Procedure & Protocol							
Solution and Blanket Warmers: Protocol & Warmer Log (appendix)							
Transfer Process: In-house							
Tube Feedings: Adult							
Vaccinations: Adult Pneumococcal and Influenza Vaccination							
Wound V.A.C. (Vacuum Assisted Closure) Device							
CARDIAC STEP-DOWN UNIT PRACTICE MANUAL - aware of content and/or provides care according to the following protocols/procedures:							
Structure Standards: Cardiac Step-down Structure Standard							
Protocols / Procedures:							
Amiodarone: IV Administration							
Angioseal Closure Device Post-Placement Patient Care							
Arterial Blood Pressure Monitoring							
Cardiac Catheterization: Post Procedure Care of the Patient							
Cardioversion: Care of the Patient Undergoing							
Cardioversion: Emergent							
Diltiazem (Cardizem) Infusion: For Treatment of Atrial Tachyarrhythmia							
Dobutamine: IV Administration							
Dopamine: IV Administration							
Dose guidelines for IV Titratable Medications							
ECG: Assessment of Cardiac Status Using the 12 Lead ECG							
Emergency Care for Lethal Dysrhythmias							

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Esmolol HCl: IV Administration							
Femstop Device, use of							
Flolan (Epoprostenol Sodium): Continuous IV Administration							
Haloperidol (Haldol): IV Administration							
Hemoband, Use of							
Hemodynamic Monitoring							
Holter monitoring: Care of the Patient with a Holter Monitor							
Ibutilide (Corvert) Infusion for the Treatment of Atrial Fibrillation							
Integrilin (Eptifibatide) Infusion							
IV Push Medication: Approved List of							
Lidocaine: IV Administration							
Milrinone (Primacor): Continuous Infusion							
Minnesota Tube, 4 Lumen: Care of the Patient with a							
Myocardial Infarction (MI): Management of Myocardial Pain							
Natrecor: IV Administration							
Nitroglycerin: IV Administration							
Open Heart: Care of the Patient Post ICU							
Pacemakers: Care of Patients with Temporary Pacemakers							
Pacemaker, Temporary: Transvenous Insertion							
Perclose Closure Device: Post Placement Patient Care							
Preceptor in Cardiac Step-Down Unit							
Post Cardiac Interventional Procedures							
Procainamide: IV Administration							
Remodulin (Treprostinil Sodium): Continuous Subcutaneous Administration							

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