

UCHC Competency Checklist: ORIENTATION

Position Title: Registered Nurse, JDH Employee Name: _____

Unit: ED

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		
		Never Done	Needs Review/ Practice	Competent	Method of Instruction (Use Instruction Key on Left)	Date	Initials
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		
Locates Super Gurney stretcher / emergency equipment boxes & reviews contents (ED only)					E		
Completes Personal Protective Equipment Training and Decontamination Unit Training (ED only)					E		

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C. EQUIPMENT							
LEVEL 1: DEPARTMENTAL COMPETENCIES:							
Locates equipment manuals				E			
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							
Nasogastric / Orogastric Tube							
Needleless IV system							
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Noninvasive Blood Pressure Machine							
Oxygen set-up and delivery: flowmeter							
nasal cannula							
simple mask							
rebreather mask							
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)							
Ventilator							
LEVEL 3: UNIT-SPECIFIC COMPETENCIES - Operates the following according to the operator's manual:							
Braselow Pediatric Resuscitation Bag / Measure							
Bipap Vision Machine (CPAP / BiPAP)							
CADD pump							
CAPD supplies / procedure							
Capnometer							

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Chest Drainage: Autotransfusion System							
Duress Alarm							
Fluid / Blood Warmer							
Glide Scope							
Halo Traction							
Hypo / hyperthermia thermometer							
Sexual Evidence Collection Kit (View CD Powerpoint Program)							
Temporary Pacemaker (transvenous)							
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 UCHC (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							
Documentation format for: Care Plan (inpatient units)							
Code Blue *							
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Conscious Sedation Flowsheet (all units except CSDU)							
Documentation (cont): Death packet							
Fall risk assessment *							
Frequent Vital Signs *							
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							
IBEX training (refer to IBEX outline)							
IBEX Tracking Board							
Consent to Transfer Form							
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)							
Do Not Resuscitate/Comfort Measures Only (8-023)							

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Helicopter Protocol (8-011) (ED, ICU only)							
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:							
Abuse: Child							
Abuse: Domestic Violence							
Abuse: Elderly Abuse							
Assessment: Scope of Nursing Practice							
Blood Components: Acquisition from Blood Bank							
Blood Components: Administration							
Blood Components: Emergency Release							
Blood Components: Transfusion Reaction							
Blood Components: Type & Screen/ Type & Cross-Match							
Central Lines: Alteplase (Cathflo Activase®) Instillation for Catheter Clearance							

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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: Implanted Port: Accessing Port with Huber Needle							
Central Lines: Patient Care							
Chest Tube							
Factor VIII Administration							
Falls: Risk Identification and Prevention Management							
Heimlich Valve							
Heparin Infusion							
Hypertension: Care of the Patient with							
Immune Globulin							
Insulin: Continuous IV Administration							
Intravenous Fluids with Additives/Medications							
IV Push Medications							
Medication Administration: Investigational Drugs							
Medication Administration: Pyxis for Controlled Substance Security							
Medication Administration: Student Nurses							
Medication: Patient's Personal Receipt and Storage, Non-Formulary Admin							
Medications: Double Check							
1:1 Observation/Constant Observation							
Ostomy Care (Protocol, Teaching Plan, & Patient Education Handouts)							

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Pain: Care of the Adult							
Pain Scale							
Peripheral Intravenous Therapy							
Peritoneal Dialysis: Acute							
Post-Mortem Care							
Potassium: IV Infusion (Adult)							
Respiratory Compromise							
Restraints: Acute Medical/Surgical (Non-behavioral)							
Restraints: Behavioral							
RhoGam							
Seizures							
Skin Care							
Solution and Blanket Warmers: Protocol & Warmer Log (appendix)							
EMERGENCY DEPARTMENT PRACTICE MANUAL - aware of content and/or provides care according to the following protocols/procedures:							
Emergency Department Scope of Services							
Structure Standards: Emergency Services Structure Standard							
Appendix: Strategic Intent / Work Plan							
Appendix: Urgency Levels							
Appendix: Acuity Levels							
Hazmat: ED Hazardous Material Response Plan/ Decontamination Procedure							
Administrative Protocols:							
Admissions: Admission of Emergency Department Patient to the Hospital							

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Medication: Administration of Medication upon Discharge from the ED							
Category I Full Trauma Alert							
Category II Modified Trauma Alert							
Category III Trauma Consult							
Code Blue: MRI: Evacuation Procedures of							
Deaths: Deaths Occurring in ED and Patients Dead on Arrival							
Discharge from the Emergency Department							
EMTALA - Acceptance of Appropriate Transfers							
EMTALA - Ambulance Diversion							
EMTALA - Central Log							
EMTALA - Medical Screening Examination							
EMTALA - Signage							
EMTALA - Stabilization Treatment							
EMTALA - Transfer to Another Facility							
LPN IV Push Medication: Approved List of							
Observation of Patient in the ED							
Obstetrical Patient: Triage of							
Procedures Not Performed in the Emergency Department							
RN IV Push Medication: Approved List of							
Safe Havens							
Searching Patient's Personal Belongings							
Traffic Control: Visitors							
Triage: Emergency Department Patients							

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Triage to Urgent Care Area							
Emergency Department Protocols / Procedures							
Abdominal Pain (Nontraumatic)							
Alteplase (t-PA): Administration for Acute Ischemic Stroke / Attachment; NIHSS							
Amiodarone: IV Administration							
Amputated Digits or Extremity Parts: Care of							
Arterial Blood Gas Punctures by Registered Nurses							
Asthma (Adult): Nursing Management for the Adult Patient with							
Back Pain: Nursing Management of the Patient with Low Back Pain							
Behavioral Patients: Care of the Behavioral Patient in the Emergency Dept							
Belongings List : Completion of							
Blood Alcohol Levels: Obtaining							
Blood Pressure Screening: Emergency Department Patients							
Burns: Care of the Patient with / Appendix A - Burn Injury Report							
Cardioversion: Care of the Patient Undergoing							
Cardioversion: Emergent							
Cerebral Vascular Accident (CVA), Suspected / Attachment: NIHSS score sheet							
Chest Pain (Suspected Cardiac Origin)							
Closed Head Injury							
Commitment for Alcohol and Drug: 5 Day Paper							
Controlled Substances: Receipt and Disbursement by UCHC Paramedics							
Corvert (Ibutilide) Infusions for Treatment of Atrial Tachyarrhythmia							
Decontamination Unit							

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Delivery, Precipitous: Care of the Patient with							
Diltiazem (Cardizem) Infusion: for Treatment of Atrial Tachyarrhythmia							
Dobutamine: IV Administration							
"Do Not Resuscitate" Orders in the Pre-Hospital Setting							
Dopamine: IV Administration							
Dose Guidelines for IV Titratable Medications							
Emergency Department Hazardous Materials Response Plan							
Epinephrine (Adrenalin): IV Infusion							
Esmolol Hydrochloride: IV Administration							
Fever: Nursing Management for the Pediatric Patient with a Fever							
Flolan (Epoprostenol Sodium): Continuous Intravenous Administration							
Gastrointestinal Bleed: Nursing Management the Patient with Acute GI Bleed							
Headache (Acute): Nursing Management of the Patient with							
Hypoglycemic Reaction: Acute (ADULT)							
Hypothermia: Care of the Patient with							
Integrilin (Eptifibatide) Infusion							
Intraosseous Infusion: Initiation of							
Intraosseous Infusion in Infants and Young Children							
Ketamine IM: Use in Pediatric Patients							
Ketamine: IV Administration for Pediatric Conscious Sedation							
Labetalol (Normodyne, Trandate) IV Administration							
Lidocaine: IV Administration							
Neosynephrine HCL (Phenylephrine HCL) : IV Administration							

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Nitroglycerine: IV Administration							
Nitroprusside, Sodium (Nipride): IV Administration							
Norepinephrine (Levophed): IV Administration							
Overdose: Nursing Management of the Patient with Acute							
Pacemaker: Care of the Patients with Temporary Pacemakers							
Pacemaker, Temporary: Transvenous Insertion							
Pain: Care in the Adult Emergency Patient Experiencing Pain							
Peripheral Vascular Reconstruction: Care of the Post-Operative Patient							
Procainamide: IV Administration							
Propofol: Administration for Conscious Sedation in the ED							
Propofol: Care of the Patient Receiving Continuous Propofol Infusion							
Rabies Prophylaxis							
Rash of Suspicious Etiology: Care of the Patient Presenting with							
Remodulin (Treprostinil Sodium): Continuous Subcutaneous Administration							
ReoPro (Abciximab) Infusion: (Care of the Patient Receiving) Post PTCA/Stent							
Respiratory Difficulties							
Sexual Assault: Care of the Patient							
Sexual Assault: Collection of Evidence							
Snake Bites							
Tele-Thermometer: Use of the							
Tetanus: Prophylaxis in Wound Management							
Trauma Patient: Care of							
Triage: Care of the Patients in							

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Unconscious Patient: Nursing Management of the							
Vaginal Bleeding: Nursing Management for the Patient with							
Wound Care							
RESPIRATORY CARE UNIT PRACTICE MANUAL – aware of content / collaborates w/ RT to provide care according to the following protocols							
BiPAP Ventilatory Support System							
Image 3 Full Face Mask Using Non-Invasive Positive Pressure Ventilation (NPPV)							
PRACTICUMS & SKILL VALIDATIONS							
ABG draw # 1							
ABG draw # 2							
ABG draw # 3							
Cardiac Arrhythmia course / Arrhythmia Exam							
Gastric lavage							
IV Insertion # 1							
IV Insertion # 2							
IV Insertion # 3							
IV Insertion # 4							
IV Push Medication Administration							
Nasogastric tube insertion							
Personal Management Training							
Phlebotomy Practicum							

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