

UCHC Competency Checklist: Orientation
 Position Title: Nursing Care Associate
 Dept.: OB GYN
 Employee Name: _____
 Number: _____

Experience Ratings:
 1 = Competent
 2 = Need experience
 3 = Observed only
 4 = Never done or

Review Methods Codes:
 O = Observation (in clinical setting)
 D = Demonstration (in simulated setting)
 Q = Results of QA/QI
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Page 1 of 12
 R = Records review
 P = Standards review
 E = Education session
 S = Self Learning Package

Competencies (by category)	Experience				Action Plan			Evaluation Summary				Comments	
	1	2	3	4	Learn	Prac	Valid.	Competent		Review Method	Initials		Date
								Yes	No				

GETTING INTO THE SYSTEM (I)

Core Competencies												
Evaluated in Central Orientation												
Unit Specific												
Locates Unit Clinical Manual												
Locates Health System Administrative Manual												
Describes the Performance Evaluation Process Used in This Unit for special payroll position												
Discusses the patient confidentiality and patient right's issues in general and specific to this unit												
Reviews the Health System Abbreviation List												

SAFETY/INFECTION CONTROL (II)

Core Competencies												
Evaluated in Central Orientation												
Unit Specific												
Locates Unit Infection Control Manual												
Disposes of Needle/Sharps in Designated Container												
Demonstrate Universal Precautions per CDC guidelines												
Demonstrates Appropriate Use of Red-Bag Waste												
Discusses Individual Department/Unit's Safety Plan												
Locates Unit Safety Manual												
Identifies role as a member of the unit staff in the event of a code red, code yellow (alert, level 1, or level 2, or level 3), code blue, or code zebra												
Locates Fire Alarms, Extinguishers, and Exits on Unit												

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Verbalizes the Use and Location of Material Safety Data Sheets (MSDS)													
Recognizes or Describes Electrical Hazards Present on the Unit													

EQUIPMENT (III)

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

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EKG													
Fax Machine													
Copy Machine													
DOCUMENTATION/COMMUNICATION (IV)													
Describes Communication Considerations For Specific Age Groups													
Maintains Patient Confidentiality													
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 (V)

Performs The Following Decentralized Labs And Quality Controls:													
Instruments													
Glucometer													

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								Yes	No				
Performs Quality Control Checks For Instrument(s)													
Performs Quality Control Checks For Glucometer													

PERFORMANCE IMPROVEMENT (VI)

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 (VII)

Measures And Records Vital Signs:													
Temperature (Oral/Rectal/Typmanic)													
Pulse (Apical And Radial)													
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													

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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 To Protocol													
Reinforce Patient In Use Of Incentive Spirometer													
Reinforces Patient To Turn/Cough/Deep Breath													
Converts Oxygen From Wall Setup To Portable Tank													
Converts Oxygen From Portable Tank To Wall													
Assists With Patient Pain Management As Delegated													

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								Yes	No				
By The RN													
Reports Patient Pain To RN													
Dietary care													
Assists With Dietary Management As Delegated By The RN													
Measures And Records Intake And Output													
Sets Up Trays													
Feeds Patients Who Need Assistance													
Maintains Calorie Count And Documents Amount On Appropriate Forms													
Differentiates Between Various Diet Orders													
Assists With Elimination													
Assists Patient With Bowel And Bladder Management As Delegated By The RN													
Reports Changes In Stools													
Obtains Stool Specimens/Ostomy													
Bedpan, Standard													
Bedpan, Fracture													
Urinal													
Commodes													
Toilet Top Specimen Container													
Empties Foley Collection Bag/Bedpan/Urinal/Ostomy Bag And Records Output On Flowsheet													
Reports Changes In Urine To RN (Hematuria/ Color/ Clarity/Odor)													
Obtains Urine Specimen													
Routine UA													

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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													

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Patient With Tubes/Drains													
Assists With Patient Personal Care As Delegated By RN													
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 (VII)													
Core (Completes The PREF Age Specific Attachment)													
Unit/Department Specific - Identifies Any Specific													

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Information Needed For This Unit's Specific Age Population And Clinical Service													

CLERICAL SKILLS (VIII)

Level 1:

Receptionist Duties:

Identifies what to say at the beginning of a phone call													
Identifies mechanism to access the call pick-up function													
Identifies mechanism to transfer calls													
Identifies mechanism to place call on hold													
Identifies mechanism to conduct conference call													
Identifies who takes a verbal lab report on critical values													
Identifies mechanism to access beeper system													
Identifies how to schedule inpatient appointment via telephone													
Identifies types of inpatient transportation procedures													
Identifies mechanism to access each transportation procedure													
Identifies how to arrange for a service call													

MATERIALS MANAGEMENT (X)

Identifies Role Responsibilities For Managing Materials In Unit/Department													
Identifies Supply Need For Unit Per Stock													
Identifies Mechanism To Obtain Supply From													

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Warehouse													
Demonstrates Patient Charge Procedure Special Orders													
ENVIRONMENT MANAGEMENT (XI)													
Maintains Patient Rooms in Neat/Orderly Fashion according to JDH standard													
Sets Up And Maintains Active Patient Room According To Standard Room Set-Up Procedure													
Assists In Room/Room Transfer													
Breaks Down Patient Room After Discharge/Transfer													
Distributes Linen As Appropriate													
Disposes Of Dirty Linen As Appropriate													
Changes Needle Boxes													
Maintains Unit Environment in Neat/Orderly Fashion													
Identifies Environmental Problems and Reports Appropriately													
Performs Unit Designated Activities As Directed													
TRANSPORTATION (XII)													
Delivers To And Returns From Units/Departments These Items:													
Equipment													
Supplies													
Specimen/Blood Products													
Traction To PT Satellite Gym													
Dietary Trays/Nourishment													
Medical Records													

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Other Items As Directed By The Nurse													
Locates these areas as possible areas for transport of patients and/or equipment or specimens:													
Ambulatory Practice Areas													
Anatomic Pathology													
Blood Gas Lab													
Cardiac Catherization Lab													
Central Sterile Supply													
Chapel													
Clinical Labs													
Copy Center													
EEG/EMG													
Emergency Room													
Heart Station													
Linen Room													
Material Management Satellite Room													
Medical Records Department Nuclear Medicine													
Nursing Administration Office/ Staffing													
Nursing Units and Surg 7 Satellite gym													
Operation Room													
Patient Care Lobby													
Pharmacy													
Radiation Oncology													
Radiology Department													
Respiratory Therapy													
Same Day Surgery													
UNIT SPECIFIC													
Newborn care													

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Positioning in crib													
Swaddling													
Diapering													
Circumcision care													
Bottle feeding													
Breast feeding: assisting with positioning													
Vital signs with axillary temperature													
Breast pump													
Set up/usage													
Cleaning													
Breast milk storage													
Maternal care													
Pericare													
Ice													
Rinse													
Topicals													
Sitz bath													
Breast care													
Ice/hot packs													
lansinoh													
Lochia assessment													
Fetal Monitor													
Cleaning													
Stocking													

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