

UCHC Competency Checklist: ORIENTATION

Position Title: Registered Nurse, JDH Employee Name: _____

Unit: Oncology 6

Cluster Area: MED/SURG (Med 4, Med Surg 5, Onc 6, Surg 7, Med Surg Float)

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 and 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		
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 and uses chemotherapy spill kits appropriately							
Handles and disposes of chemotherapy agents appropriately							
C. EQUIPMENT							
LEVEL 1: DEPARTMENTAL COMPETENCIES							
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Locates equipment manuals							
LEVEL 2: CLUSTER SPECIFIC COMPETENCIES – Operates the following according to the operator’s manual							
Anti-Emboic Stockings							
Bard Infusion Pump							
Bladder Scanner							
Blood Pressure Cuff							
Blood Warmer							
Chest Drainage System							
Copy/Fax Machine							
Defibrillator							
Doppler							
12 Lead ECG Machine							
Feeding Pumps							
Feeding Tubes (NG, G-tube, J-tube)							
Heimlich Valve Chest Tube							
Hypo-Hyperthermia Blanket (i.e. Blanketrol, Cooling/Warming Blanket)							
Incentive Spirometer							
Infusion Pumps: Alaris Medley Medication Safety System							
IV Pressure Bag							
Needleless IV System							
Noninvasive Blood Pressure Machine							
Oxygen Set-up and Delivery							
Oxygen Flowmeter							

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Nasal Cannula							
Mask (Ventimask, Non-rebreather, Trach)							
Ambu Bag							
PCA Pump							
Pulse Oximeter							
Pyxis Medication Administration System							
Rental Beds							
Kinair 3 Med/Surg (KCI)							
Bariatric Beds/Equipment (KCI)							
Shower Chair							
Stretcher							
Suction: Continuous/Intermittent							
TED Stockings							
Thermometers (oral, tympanic, rectal)							
Wheelchair							
Zoneair Bed							
LEVEL 3: UNIT-SPECIFIC COMPETENCIES - Operates the following according to the operator's manual:							
A-V Foot Pumps							
CPM Machine							
Cryo/Cuff							
Epidural Pump							
Jet Spray							
D. DOCUMENTATION/COMMUNICATION							
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LEVEL 1: DEPARTMENTAL COMPETENCIES							
Accesses patient information in LCR							
Accesses email account							
Locates link to Patient Safety Net							
LEVEL 2: CLUSTER SPECIFIC COMPETENCIES							
Completes Core Database and/or Inpatient Database							
Writes progress notes in DAR format							
States proper time frames for completion of various documentation							
Initiates and documents ongoing teaching on Patient and Family Teaching Record							
Locates death packet							
Locates Unapproved Abbreviation List							
Accurately documents on or reviews documentation/use of:							
Calorie Count Form							
Preoperative Checklist							
Restraint/1:1 Flowsheet							
LEVEL 3: UNIT SPECIFIC COMPETENCIES							
Completes Admission, Transfer and Discharge Paperwork							
Completes unit flow sheet per protocol specific to patient							
Completes forms/requisitions							
Completes MAR, chart audit form, care plan, clinical resume/W-10 as appropriate for unit							
Reviews chemotherapy orders prior to administering							
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Accurately documents on or reviews documentation/use of:							
Charge Sheet							
E. PROVISION OF CARE							
HOSPITAL ADMINISTRATIVE MANUAL– aware of content and/or provides care according to the following protocols/procedures:							
Informed Consent							
Informed Consent for Transfusion of Blood or Blood Related Products							
Verbal/Telephone Orders							
Refusal of Blood and/or Blood Products							
Organ-Tissue / Body Donation							
Conscious Sedation (NICU, Cath Lab, ED, Interventional Radiology, Endoscopy, Cardiopulmonary, ICU)							
Do Not Resuscitate/Comfort Measures Only							
Universal Protocol/Correct Surgical Site							
Latex Allergy							
Medication Administration: Adverse Drug Reaction (ADR) Reporting System							
Medication Reconciliation							
Report / Handoff							
NURSING PRACTICE MANUAL – aware of content and/or provides care according to the following protocols/procedures:							
Allergies: Identification of Patient Allergies							
Antiembolic Therapy							
Assessment: Scope of Nursing Practice							

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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							
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: Implanted Port: Accessing Port with Huber Needle							
Central Lines: Patient Care							
Chart Review & Audits (Inpatient)							
Chest Tube							
Coumadin Therapy							
Diabetes Mellitus Management: Periprocedural Care							
Discharge Planning: Nursing Responsibilities							
Documentation: Admission							
Documentation: Discharge							
Documentation: Progress Notes							
Documentation: Standard Care Plan							

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Epidural Narcotic Infusion and Patient Controlled Epidural Analgesia							
Factor VIII Administration							
Falls: Risk Identification and Prevention Management							
Heimlich Valve							
Heparin Infusion							
Immune Globulin							
Insulin: Continuous IV Administration							
Intravenous Fluids with Additives/Medications							
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, and Non-Formulary Administration							
Medications: Double Check							
Nutrition, Altered: Greater Than							
Nutrition, Altered: Less Than							
1:1 Observation/Constant Observation							
Ostomy Care (Protocol, Teaching Plan, & Patient Education Handouts)							
Pain: Care of the Adult							

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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							
Seizures							
Skin Care							
Skin Tests							
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							
UNIT PRACTICE MANUAL – MED/SURG – aware of content and/or provides care according to the following protocols/procedures:							
Appendectomy							
Bladder Reconstruction/Cystectomy							

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Bladder Scanner							
Bowel Management							
Cardiac Catheterization: Post Procedure							
Cellulitis							
Cholecystectomy							
Congestive Heart Failure (CHF)							
Craniotomy							
Deep Vein Thrombosis (DVT)							
Exploratory Laparotomy							
Flap Procedure							
Halo Traction							
Head and Neck Procedures							
Iodine-131 (I-131)							
Jet Spray for Wound Care							
Knee Surgeries (Laparoscopic)							
Lumbar Puncture: Assisting with							
Medical-Surgical Flowsheet (Guidelines)							
Mobility Impaired							
Oral Maxillofacial (OMF) Procedures							
Peripheral Vascular Reconstruction							
Pin Site Care							
Problem IV Insertion							
Prostatectomy							
Radiation Implant: Gynecologic							
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Sensory Perception, Altered							
Shift Report (Guidelines)							
Shoulder Reconstruction							
Split-Thickness Skin Graft (STSG)							
Subcutaneous Injections (Teaching Plan)							
Thyroidectomy/Parathyroidectomy							
Total Hip Arthroplasty (THA)							
Total Joint Replacement							
Total Knee Arthroplasty (TKA)							
Tracheostomy Care (Teaching Plan)							
Venous Stasis Ulcers							
UNIT PRACTICE MANUAL – ONCOLOGY – aware of content and/or provides care according to the following protocols/procedures:							
Scope of Services							
Structure Standards							
Disseminated Intravascular Coagulation (DIC)							
Extravasation: Care of the Patient with Peripheral							
Fluid Volume Alteration							
Hypercalcemia: Care of the Patient with							
IV Push Medication List							
Mucositis							
Neutropenia							
Superior Vena Cava Syndrome							
Syndrome of Inappropriate Antidiuretic Hormone (SIADH)							

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