

UCHC Competency Checklist: OB/GYN ORIENTATION

Position Title: Registered Nurse, JDH Employee Name: \_\_\_\_\_ Unit: \_\_\_\_\_

Cluster Area: \_\_\_\_\_

<b>Method of Instruction Key:</b> P = Protocol/Procedure Review E = Education Session S = Self Learning Package C = Clinical Practice D = Demonstration		<b>Method of Evaluation Key:</b> 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
<b>All Level 1 Competencies reviewed and documented in Central Orientation</b>									
<b>A. GETTING INTO THE SYSTEM</b>									
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>B. SAFETY/INFECTION CONTROL</b>									
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		
Safety and security of newborns									
Verbalizes the use and online location of Material Safety Data Sheets (MSDS)							E		
<b>C. EQUIPMENT</b>									
<b>LEVEL 1: DEPARTMENTAL COMPETENCIES</b>									
Locates equipment manuals									
<b>Initials</b>	<b>Signature</b>	<b>Initials</b>	<b>Signature</b>	<b>Initials</b>	<b>Signature</b>	<b>Initials</b>	<b>Signature</b>	<b>Initials</b>	<b>Signature</b>

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<b>LEVEL 2: CLUSTER SPECIFIC COMPETENCIES – Operates the following according to the operator’s manual</b>							
Electronic Fetal Monitors (external)							
OB TraceVue System							
Noninvasive blood pressure monitoring							
Pyxis Medication Administration System							
Tympanic thermometer/Oral thermometer							
Pulse Oximeter							
PCA Pump (Baxter)							
Alaris Pump							
Medfusion Pump (Medex)							
Epidural Infusion Pump							
Mini-Infusion Pump (Bard)							
Video/intercom door station							
<b>LEVEL 3: UNIT-SPECIFIC COMPETENCIES - Operates the following according to the operator’s manual:</b>							
<b>D. DOCUMENTATION/COMMUNICATION</b>							
<b>LEVEL 1: DEPARTMENTAL COMPETENCIES</b>							
Accesses patient information in LCR							
Accesses email account							
Locates link to Patient Safety Net							
<b>LEVEL 2: CLUSTER SPECIFIC COMPETENCIES</b>							

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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 HEAL/HOPE packet, memory box							
Locates Unapproved Abbreviation List							
<b>LEVEL 3: UNIT SPECIFIC COMPETENCIES</b>							
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							
<b>E. PROVISION OF CARE</b>							
<b>HOSPITAL ADMINISTRATIVE MANUAL– aware of content and/or provides care according to the following protocols/procedures:</b>							
Informed Consent							
Verbal/Telephone Orders							
Refusal of Blood and/or Blood Products							
Organ-Tissue / Body Donation							
Universal Protocol/Correct Surgical Site							
Latex Allergy							
Medication Reconciliation							

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Report / Handoff							
<b>NURSING PRACTICE MANUAL – aware of content and/or provides care according to the following protocols/procedures:</b>							
Abuse: Child							
Abuse: Domestic Violence							
Abuse: Elderly Abuse							
Allergies: Identification of Patient Allergies							
Antiembotic 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							
Calorie Counts							
Chart Review & Audits (Inpatient)							
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							
Falls: Risk Identification and Prevention Management							
Heparin Infusion							
Insulin: Continuous IV Administration							
Intravenous Fluids with Additives/Medications							
IV Push Medications							
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							
Pain: Care of the Adult							
Pain: Continuous Narcotic Infusion							
Pain: Narcotics via PCA Pump							
Pain Scale							
Peak and Trough Levels: Medications							
Peripheral Intravenous Therapy							
Potassium: IV Infusion (Adult)							
Restraints: Acute Medical/Surgical (Non-behavioral)							

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Restraints: Behavioral							
RhoGam							
Seizures							
Skin Care							
Solution and Blanket Warmers (Protocol & Warmer Log appendix)							
Transfer Process: In-house							
Vaccinations: Adult Pneumococcal and Influenza Vaccination							
<b>UNIT PRACTICE MANUAL - aware of content and/or provides care according to the following protocols/procedures:</b>							
Structure Standards							
Scope of Services							
Admission to the OB-GYN Unit							
Birth Certificate Worksheet: Completion of							
Bleeding in the Third Trimester of Pregnancy							
Cell Phones, Camera Phones and Video Equipment							
Coping: Care of the Hospitalized Pregnant Patient							
Cup Feeding							
Death (Stillborn and Neonatal): Process for Completion of Documentation							
Diabetes (Insulin Dependent): Care of the Post Partum Patient with							
Diabetic Antepartum: Care of the Patient							
Exploratory Laparotomy: Care of the Post-Operative Patient							
Four-Hour Obstetrical Hold							
Glucose Screening during First Twelve Hours in Newborns at Risk for Hypoglycemia							

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Grieving: Care of the Patient who has Suffered and Infant Loss							
Group B Streptococcal (GBS) Disease: Prevention and Management							
Hospitalized Infant: Care of the Family							
Hypertensive Disorders of Pregnancy: Care of the Patient							
Hysterectomy: Care of the Patient							
Identification and Security of Newborns							
Monitoring: External Fetal Heart Rate / Uterine Activity: Care of the Patient on							
Nifedipine Administration for Tocolytic Purposes							
Non-Stress Test (NST)							
Ovarian Hyperstimulation (OHS): Care of the Patient with							
Precipitous Delivery: Care of the Patient during							
Precipitous High Risk Delivery: Transfer of Infant to Resuscitation Room							
Preterm Labor (PTL): Care of the Patient in L&D and OB-GYN Unit							
Preterm, Premature Rupture of Membranes (PROM): Care of the Patient in the L&D and on OB-GYN							
Prostaglandin Gel: Assistance with the Insertion of							
Prostaglandin Induction / Termination of Pregnancy							
Safety and Security of Newborns							
Terbutaline (Brethine): Administration of Terbutaline for Tocolytic Purposes							
Terbutaline (Brethine): Care of the Patient Receiving Terbutaline for Tocolytic Purposes							
Terbutaline Infusion Therapy: Care of the Patient with							

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