

UCHC Competency Checklist: ORIENTATION

Position Title: Nursing Care Associate

Employee Name: _____

Unit: ICU

Cluster Area: _____

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			Method of Instruction (Use Instruction Key on Left)	Validation of Competency		
		Never Done	Needs Review/ Practice	Competent		Date	Initials	Evaluation Method (Use Evaluation Key on Left)
All Core 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 & 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 & unit phone list					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			
Disposes of needles/sharps in designated container					E			
Demonstrates correct procedure for putting on and removing masks, gowns and gloves					E			
Demonstrates and adheres to specific isolation procedures according to UCHC policies					E			
Demonstrates proper care of linen (clean and soiled)					E			

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C. COMMUNICATION								
Describes communication considerations for specific age groups								
Maintains patient confidentiality								
Answers phone according to UCHC standards								
Operates and answers nurse call system								
Adheres to customer services values of UCHC								
Uses effective written communication								
Uses effective verbal and nonverbal communication skills								
Discusses and demonstrates respect for patient rights								
Accesses email account								
Locates link to Patient Safety Net								
D. CLERICAL SKILLS								
Identifies self and unit when answering the phone								
Operates telephone: Call pick-up function								
<ul style="list-style-type: none"> • Transfers calls • Places a call on hold, then resumes call 								
Promptly relays information to appropriate personnel								
Identifies who takes a verbal/telephone report on critical lab values								
Identifies procedure for accessing transportation department								
Identifies mechanism to report equipment malfunction								
Operates fax machine								
Operates copy machine								

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E. MATERIALS MANAGEMENT									
Identifies role responsibilities for managing materials in unit/department									
Identifies mechanism to obtain supply from warehouse									
Demonstrates procedure for patient charges									
F. ENVIRONMENT MANAGEMENT									
Maintains patient rooms and unit environment in a neat/orderly fashion									
Assists patient transfer from room to room									
Breaks down patient room after discharge/transfer									
Distributes linen as appropriate									
Identifies and reports environmental problems/concerns appropriately									
Performs unit designated activities as directed									
G. CLINICAL SKILLS									
1	VITAL SIGNS – Competency reviewed and validated in Central Orientation								
2	WEIGHTS:								
	Demonstrates procedure for measuring patient weights:								
	<ul style="list-style-type: none"> • Bed scale • Patient lift (Arjo Tempo/sling) 								
	Demonstrates appropriate documentation of weights								
3	BED-MAKING:								
	Demonstrates proper procedure for making an occupied bed								
	Demonstrates proper procedure for making an unoccupied bed								

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4	PATIENT DEATH:								
	Demonstrates procedure for post-mortem care								
	Discusses the procedure to be followed for admitting a body to the morgue								
	Identifies the necessary paperwork for admission to the morgue								
	Demonstrates how to sign 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 greater than 300 pounds is placed									
5	BATHING / PERSONAL CARE:								
	Performs / assists with patient bed bath								
	Performs / assists with patient shower								
	Demonstrates proper use of shower chair								
	Performs mouth care								
	Performs or assists with providing care of dentures								
	Shaves patients								
	Shampoos patient hair								
	Demonstrates proper procedure for back rub								
	Male / female perineal care – competency validated in central orientation								
	Performs foley catheter care – competency validated in central orientation								
	Applies skin protective products / ointments as directed								
	Reports to nurse any skin changes observed during personal care								
Reports to nurse any changes in mouth, tongue, gums, teeth									
Maintains patient dignity during any personal care									

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TOILETING / ELIMINATION:								
6	Assists patient with bowel and bladder management							
	Demonstrates procedure for usage of:							
	• Bedpan							
	• Urinal							
	• Bedside commode							
	• Toilet top specimen collection							
	Empties foley collection bag, bedpan, urinal, ostomy bag and records output on flowsheet							
	Demonstrates proper procedure for catheter care and incontinence care							
	Applies fecal pouch							
	Applies condom catheter (urine collection device)							
	Applies ostomy pouch							
	Obtains urine specimens according to protocol:							
	• Routine urinalysis							
	• Clean-catch C&S							
	• 24-Hour urine collection							
	Obtains stool specimens according to protocol							
	Demonstrates proper procedure for racking urine after renal biopsy							
	Demonstrates proper procedure for straining urine for kidney stones							
Documents bowel movements and urinary output on nursing flowsheet								
Reports any changes in stool and/or urine to nurse								

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7	TUBES AND DRAINS:								
	Measures and records output on flowsheet:								
	• Nasogastric tube								
	• Jackson Pratt								
• Hemovac									
8	DIETARY CARE:								
	Identifies and differentiates various diet orders and supplemental feedings								
	Sets up meal trays								
	Demonstrates correct positioning for feeding a patient								
	Demonstrates feeding a patient								
	Maintains calorie count and documents amount on appropriate form								
Estimates percentage of meal eaten and records oral intake on flowsheet									
9	SKIN CARE:								
	Identifies risk factors, prevention strategies and management of abnormal skin conditions and pressure ulcers								
	Reports abnormal skin conditions								
	Demonstrates use of VersaCare bed								
	Demonstrates use of Hill-Rom Total Care & Total Care Sport beds (ICU)								
	Demonstrates use of common rental beds (Kinair, Bariatric)								
Demonstrates correct set-up of cooling / heating units									
10	TWELVE (12) LEAD EKG: (excluding psychiatry)								
	Demonstrates proper lead placement								
	Enters patient data appropriately into EKG machine								
	Obtains reading and EKG tracing								

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11	<u>PATIENT SAFETY:</u>								
	Ensures side rails are up (≤ 3; 4 side rails = restraint)								
	Ensures nurse call bell is within patient reach								
	Ensures patient ID band is on								
	Maintains fall risk protocol (ensures yellow fall risk identification wrist band is on and the yellow magnet is placed on the patient door frame, if applicable)								
	Answers patient call light promptly								
	Utilizes restraints per policy								
	Utilizes bed and/or chair alarms, as appropriate								
Maintains seizure precautions, as appropriate									
12	<u>RESTRAINTS:</u>								
	Attends restraint class								
	Attends Constant Observation (CO) / 1:1 class								
	Specifies guidelines for restraint use and alternatives to restraints								
	Assists nurse with patient in restraints or who have a CO/1:1								
	Applies restraints according to manufacturer's instructions								
	Applies restraints as delegated by the nurse								
	Identifies complications associated with restraint use								
Maintains restraint protocol									
13	<u>PAIN MANAGEMENT:</u>								
	Reports patient pain to nurse								
	Assists patient with pain management								
14	<u>PHLEBOTOMY:</u>								
	Performs phlebotomy according to UCHC Lab Standards								

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15	POSTIONING, TRANSFER AND TURNING:							
	Demonstrates proper positioning and turning a patient							
	Assists patient in using trapeze							
	Assists patient into the following postions:							
	• Supine							
	• Lateral							
	• Fowler's							
	Demonstrates how to log roll a patient							
	Demonstrates proper usage of:							
	• Wheelchair							
	• Stretcher							
	• Geri-chair							
	• Slide Board							
	Transfers patient from stretcher to bed and back							
	Transfers patient from bed to chair and back							
Ambulates patient with unsteady gait								
Ambulates patient with tubes / drains								
Demonstrates use of ambulation devices (cane, walker)								
Demonstrates range of motion (ROM) exercises								

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16	RESPIRATORY CARE:								
	Assists patient to turn / cough / deep breathe								
	Applies nasal cannula								
	Applies face mask								
	Recognizes and reports signs and symptoms of respiratory distress								
	Assists patient with incentive spirometry								
	Converts oxygen from wall set-up to portable tank, and back								
	Performs oral suctioning with yankauer catheter								
	Collects sputum specimens according to protocols								
Performs pulse oximetry									
17	CARDIAC CARE:								
	Recognizes and reports signs and symptoms of chest pain / pressure								
	Reports redness, pain or swollen areas of extremities								
	Demonstrates proper procedure for applying / removing Antiembolic stockings (i.e. PAS)								
Demonstrates proper procedure for applying / removing TED stockings									
18	INTENSIVE CARE:								
	Demonstrates proper transducer / flush set-up : arterial line								
	Demonstrates proper transducer / flush set-up : swan-ganz catheter								
	Demonstrates proper flush set-up for manual cardiac output (co-set)								
	Demonstrates proper room set-up for ICU admission								
	Demonstrates proper room set-up for open heart room.								
Demonstrates proper set-up of chest drainage system									

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