

UCHC Competency Checklist: ORIENTATION

Position Title: Registered Nurse, JDH

Employee Name: _____

Unit: Psych 1 & Gero psych 3

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			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		
C. EQUIPMENT							
LEVEL 1: DEPARTMENTAL COMPETENCIES							
Locates equipment manuals*							

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LEVEL 2: CLUSTER SPECIFIC COMPETENCIES – Operates the following according to the operator’s manual							
None							
LEVEL 3: UNIT-SPECIFIC COMPETENCIES - Operates the following according to the operator’s manual:							
Anti-Emboic Stockings							
Bard Infusion Pump							
Bladder Scanner							
Blanket Warmer							
Blood Pressure Cuff							
Chest Tube							
Copy/Fax Machine							
Defibrillator							
Doppler							
12 Lead ECG Machine							
Feeding Pumps							
Feeding Tubes (NG, G-tube, J-tube)							
Hypo-Hyperthermia Blanket (i.e. Blanketrol, Cooling/Warming blanket)							
Incentive Spirometer							
Infusion Pumps: Alaris Medley Medication Safety System							
IV Pressure Bag							
Merry Walker							
Needleless IV system							
Noninvasive Blood Pressure Machine							

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Oxygen set-up and delivery							
Oxygen Flowmeter							
Nasal Cannula							
Mask (Ventimask, Non-rebreather, Trach)							
Ambu Bag							
Pulse Oximeter							
Pyxis Medication Administration System							
Rental Beds							
Kinair 3 Med/Surg (KCI)							
Bariatric Beds (KCI)							
Shower Chair							
Stretcher							
Suction: Continuous/Intermittent							
TED stockings							
Thermometers (oral, tympanic, rectal)							
Versacare Bed							
Wheelchair							
D. DOCUMENTATION/COMMUNICATION							
LEVEL 1: DEPARTMENTAL COMPETENCIES							
Accesses patient information in LCR*							
Accesses email account*							
Locates link to Patient Safety Net*							
Adheres to customer service values of UCHC (telephone, interpersonal)							

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LEVEL 2: CLUSTER SPECIFIC COMPETENCIES							
Completes (Multidisciplinary) 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*							
Appropriately completes Admission Packet: Advance Directives, Permission to Treat, Release of Medical Information, and Personal Property Release							
Appropriately completes requisition for Laboratory Procedures & Labeling							
Appropriately assesses PEC for completeness							
Correctly completes the following forms:							
15 Minute Checklist							
Altered Health Nursing Care Plan (HCH-1826)							
Detoxification Flow Sheet							
Emergency Equipment Checklist							
Initial Suicide Risk Screen							
Nursing Initial Evaluation							
Nursing Progress Note: Adult Inpatient (HCH-2169)							
Multidisciplinary Treatment Plan (HCH-2170)							
Patient Kardex							
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Central Lines: Dressing/Catheter Site Care							
Central Lines: Implanted Port: Accessing Port with Huber Needle							
Central Lines: Patient Care							
Change in Patient Condition: Chain of Command Notification							
Chart Review & Audits (Inpatient)							
Delirium: Care of the Patient with							
Diabetes Mellitus Management: Periprocedural Care							
Discharge Planning: Nursing Responsibilities							
Documentation: Admission							
Documentation: Discharge							
Documentation: Patient Care Plan							
Documentation: Progress Notes							
Documentation: Standard Care Plan							
Falls: Risk Identification and Prevention Management							
Handoff Communication							
Hypertension							
Identification of Patients (Adults and Children)							
Immune Globulin							
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							
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Medication Administration: Therapeutic Interchange of Medications							
Medication Administration & Use of the Inpatient Medication Administration Record							
Medication Teaching							
Medication: Double Check							
Medication: Patients' Personal Medications							
1:1 Observation/Constant Observation							
Ostomy Care (Protocol, Teaching Plan, & Patient Education Handouts)							
Pain: Care of the Adult (and Use of Pain Scale)							
Pain: (Acute) Continuous Narcotic Infusion							
Parenteral Nutrition Administration							
Peak and Trough Levels: Medications							
Peritoneal Dialysis: Acute							
Post-Mortem Care							
Potassium: IV Infusion (Adult)							
Respiratory Compromise							
Restraints Use in the Inpatient and Outpatient Setting							
Seizures							
Skin Care							
Skin Tests							
Sleep Pattern Disturbance							
Transfer Process: In-house							
Transportation: Deceased Patients							
Transportation: Inpatients (Ticket to Ride)							

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Hopelessness							
Individual Coping, Impaired							
Keys: Staff							
Medication Administration Without Patient's Consent							
Multidisciplinary Treatment Plan							
Neuroleptic Malignant Syndrome (NMS)/Tardive Dyskinesia							
Patient Rights: Consulting with Attorneys/Clergy/Physician							
PEC: Management of Patients Admitted with a Physician Emergency Certificate							
Private Rooms, Use of 1035 and 1036 (Psych 1 only)							
Psychiatric Occupational Therapy (OT)							
Request to Leave (Formal Voluntary Status)							
Risk Assessment							
Search: Alcohol, Unknown Substances and Medications – Room and/or Unit							
Seclusions, Behavioral							
Seclusion Alarm System							
Self Esteem Disturbance (Chronic Low/Situational)							
Sharps and Potentially Dangerous Items: Patient Restrictions							
Shaving of Patients: Psychiatric Units							
Treatment Planning Process: Interdisciplinary							
Urine Toxicology: Random Drug Sampling							
Violence, Risk: Directed at Others							
Violence: Risk: Self-Directed							

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PRACTICUMS & SKILL VALIDATIONS								
Phlebotomy practicum								
Catheterizations – male & female								
IV Insertion #1								
IV Insertion #2								
IV Insertion #3								

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