

UCHC Competency Checklist: ORIENTATION

Position Title: Registered Nurse, JDH

Employee Name: \_\_\_\_\_

Unit: Radiation Oncology

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
<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, & 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		
<b>B. SAFETY/INFECTION CONTROL</b>							
Locates fire alarms, 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							
<b>LEVEL 3: UNIT-SPECIFIC COMPETENCIES</b>							
Cleans exam rooms between each patient							
<b>C. EQUIPMENT</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 1: DEPARTMENTAL COMPETENCIES</b>							
Locates equipment manuals							
<b>LEVEL 2: CLUSTER SPECIFIC COMPETENCIES – Operates the following according to the operator’s manual</b>							
Bard Infusion Pump							
Blood Pressure Cuff							
Copy/Fax Machine							
Defibrillator							
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							
Needleless IV System							
Noninvasive Blood Pressure Machine							
Oxygen Set-up and Delivery							
Oxygen Flowmeter							
Nasal Cannula							
Mask (Ventimask, Non-rebreather, Trach)							
Ambu Bag							
Pulse Oximeter							
Stretcher							
Suction: Continuous, Intermittent							
TED Stockings							

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Charge Sheet							
Weight Chart							
Radiation Oncology Database							
Treatment Completion Instructions – Nursing							
Communication Form (for patient's returning to SNF), if applicable							
Coordinate/schedule treatment needs and patient transport for hospitalized patients requiring radiation treatment							
Coordinate/schedule treatment needs with the cancer center (combined modality treatment)							
Communicate/collaborate with physicians and nurses regarding patient status for combined modality patients							
Coordinate and assist with patient admissions when complications arise							
Coordinate PEG placement with nutritionist, GI clinic, procedure center, etc.							
Order supplies, as appropriate							
Makes referrals, as appropriate, to the following services or departments:							
Nutritionist/Dietary Department							
Outpatient Psychiatry							
Pain Management Service							
Social Services							
Triage patient phone calls							
Restock file drawers with progress notes, requisitions							
<b>E. PROVISION OF CARE</b>							

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<b>HOSPITAL ADMINISTRATIVE MANUAL – aware of content and/or provides care according to the following protocols/procedures:</b>							
Informed Consent for Treatment							
Verbal/Telephone Orders							
Do Not Resuscitate/Comfort Measures Only							
Latex Allergy							
Medication Administration: Adverse Drug Reaction (ADR) Reporting System							
Medication Reconciliation							
Report / Handoff							
<b>NURSING PRACTICE MANUAL – aware of content and/or provides care according to the following protocols/procedures:</b>							
Allergies: Identification of Patient Allergies							
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							
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							

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Central Lines: Implanted Port: Accessing Port with Huber Needle							
Central Lines: Patient Care							
Coumadin Therapy							
Discharge Planning: Nursing Responsibilities							
Documentation: Progress Notes							
Documentation: Standard Care Plan							
Factor VIII Administration							
Falls: Risk Identification and Prevention Management							
Immune Globulin							
Intravenous Fluids with Additives/Medications							
Lipids Administration							
Medication Administration: Investigational Drugs							
Medication Administration & Use of the Outpatient Medication Administration Record							
Medication Teaching (Teaching Plan)							
Ostomy Care (Protocol, Teaching Plan, & Patient Education Handouts)							
Pain: Care of the Adult							
Pain Scale							
Peripheral Intravenous Therapy							
Respiratory Compromise							
Seizures							
Skin Care							
Tube Feedings: Adult							
<b>UNIT PRACTICE MANUAL – MED/SURG – aware of content and/or provides</b>							

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<b>care according to the following protocols/procedures:</b>							
Bowel Management							
Deep Vein Thrombosis (DVT)							
Sensory Perception, Altered							
Subcutaneous Injections (Teaching Plan)							
Tracheostomy Care (Teaching Plan)							
Venous Stasis Ulcers							
<b>UNIT PRACTICE MANUAL – ONCOLOGY – aware of content and/or provides care according to the following protocols/procedures:</b>							
Structure Standards							
Anaphylaxis							
Disseminated Intravascular Coagulation (DIC)							
Discharge Planning: Hospital Based Clinics – Outpatient Nursing Responsibilities for Making Home Care Referrals							
Extravasation: Care of the Patient with Peripheral							
Fluid Volume Alteration							
Hypercalcemia: Care of the Patient with							
Implant: Care of the Patient Receiving a Gynecological Radioactive Intracavitary Implant							
Mucositis							
Neutropenia							
Nutrition, Altered: Less than Body Requirements							
Thrombocytopenia							
<b>UNIT PRACTICE MANUAL – RADIATION ONCOLOGY – aware of content</b>							

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<b>and/or provides care according to the following protocols/procedures:</b>							
Fiberscope Care							
Nursing Responsibilities of the Radiation Oncology Nurse							
<b>PRACTICUMS &amp; SKILL VALIDATIONS</b>							
Phlebotomy practicum							
IV Insertion #1							
IV Insertion #2							
IV Insertion #3							

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