

UCHC Competency Checklist: ORIENTATION

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

Unit: Surgery 7

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		
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<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		
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							

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<b>LEVEL 2: CLUSTER SPECIFIC COMPETENCIES – Operates the following according to the operator’s manual</b>							
Anti-Emboloc 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							
Nasal Cannula							

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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							
<b>LEVEL 3: UNIT-SPECIFIC COMPETENCIES - Operates the following according to the operator's manual:</b>							
Advanta Hospital Bed							
A-V Foot Pumps							
CPM Machine							
Cryo/Cuff							
Epidural Pump							
Jet Spray							
Traction/Trapeze Set-up							

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<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>							
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							
Frequent Vital Signs Flowsheet							
Preoperative Checklist							
Restraint/1:1 Flowsheet							
<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							

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Completes MAR, chart audit form, care plan, clinical resume/W-10 as appropriate for unit							
Completes Charge Sheet							
<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							
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 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							
Antiembolic Therapy							
Assessment: Scope of Nursing Practice							
Blanketrol II: Hypo/Hyperthermia Blanket							
Blood Components: Acquisition from Blood Bank							

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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							
Epidural Narcotic Infusion and Patient Controlled Epidural Analgesia							
Factor VIII Administration							

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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							
Pain: Continuous Narcotic Infusion							
Pain: Narcotics via PCA Pump							

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Pain Scale							
Parenteral Nutrition Administration							
Peak and Trough Levels: Medications							
Peripheral Intravenous Therapy							
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							
<b>UNIT PRACTICE MANUAL - aware of content and/or provides care according to the following protocols/procedures:</b>							
Scope of Services							
Structure Standards							
Appendectomy							
Bladder Reconstruction/Cystectomy							
Bladder Scanner							

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Bowel Management							
Cellulitis							
Cholecystectomy							
Congestive Heart Failure (CHF)							
Craniotomy							
Deep Vein Thrombosis (DVT)							
Exploratory Laparotomy							
Flap Procedure							
Fractured Hip/ORIF							
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							
Sensory Perception, Altered							
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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							
<b>PRACTICUMS &amp; SKILL VALIDATIONS</b>							
Phlebotomy practicum							
Catheterizations – male & female							
IV Insertions (to be signed off and validated by an Action Nurse)							
IV Insertion #1							
IV Insertion #2							
IV Insertion #3							
IV Insertion #4							
IV Insertion #5							
IV Insertion #6							
IV Insertion #7							
IV Insertion #8							
IV Insertion #9							
IV Insertion #10							
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