

UCHC Competency Checklist: ORIENTATION: RN

Position Title: Registered Nurse, JDH Employee Name: Andrea Torres – June 2008 start Unit: JDH PACU

Cluster Area: Critical Care: ICU, CSDU, ED, PACU and ICU Float Pool Float Cluster: FSC PACU

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							
Completes radiation dosimetry badge request, if desired					E		
Completes respirator medical questionnaire and is fit-tested for N-95 mask					E		
Demonstrates appropriate use of Red-Bag Waste					E		
Identifies and locates personal protective equipment					E		
Locates fire alarms, extinguishers and exits					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							
Initials	Signature	Initials	Signature	Initials	Signature	Initials	Signature

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Locates equipment manuals							
LEVEL 2: CLUSTER SPECIFIC COMPETENCIES – Operates the following according to the operator’s manual							
Code Cart - PACU							
Defibrillator							
Doppler							
Infusion pumps: single- & double-chamber, primary & secondary tubing							
Infusion pumps: syringe							
Oxygen delivery: cannula, flow meter, mask, re-breather, oxygen flow meter							
Pulse Oximeter							
Pyxis Medication Administration							
Suction: Continuous/Intermittent							
Syringe Lockboxes							
Twelve Lead ECG Machine							
LEVEL 3: JDH UNIT-SPECIFIC COMPETENCIES - Operates the following according to the operator’s manual:							
Autotransfusion equipment							
Bair Hugger							
Code Cart							
Computers – generic sign-on							
Epidural Pumps							
Hemodynamic monitoring: arterial line							

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Hemodynamic monitoring: Central Venous Pressure							
Hemodynamic monitoring: Swan-Ganz catheter							
Hi – Ox Rebreather oxygen mask							
Latex-free supply box							
Malignant Hyperthermia supply box / cart							
Monitors – Datex Ohmeda							
PCA pump							
Syringe lockboxes							
Ventilators							
LEVEL 3: FSC UNIT-SPECIFIC COMPETENCIES - Operates the following according to the operator's manual:							
Code Cart							
Defibrillator – Zoll Biphasic							
IV Cart							
Latex-free supply box							
Malignant Hyperthermia supply cart							
Monitors – Dash							
Narcotics Security System							
Nurse Call System							
Regional Block Cart							
Scale - electronic							
D. DOCUMENTATION/COMMUNICATION							

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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)							
LEVEL 2: CLUSTER SPECIFIC COMPETENCIES							
States proper time frames for completion of various documentation							
Initiates and documents ongoing teaching to patients & families							
Locates death packet							
Locates Unapproved Abbreviation List							
LEVEL 3: UNIT SPECIFIC COMPETENCIES							
Completes documentation on-line in SIS application							
Recognizes pre-printed orders / accesses POE orders correctly							
Identifies correctly completed History & Physical							
Identifies correctly completed Informed Consent – Procedure & Transfusion							
Locates Face Sheet – Locker Assignment Notation							
Refers to Patient Belongings Log – Valuables Checklist							
Accesses information from Physician Postop Notes & Progress Notes							
Explains use of W-10 Clinical Resume' for PACU discharges							
Completes forms/requisitions							
E. PROVISION OF CARE							

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HOSPITAL ADMINISTRATIVE MANUAL – aware of content and/or provides care according to the following protocols/procedures:							
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 and unit SBAR work sheet							
NURSING PRACTICE MANUAL – aware of content and/or provides care according to the following protocols/procedures:							
Allergies: Identification of Patient Allergies							
Antiembotic Therapy							
Assessment: Scope of Nursing Practice							
Blood Components: Acquisition from Blood Bank							
Blood Components: Administration							
Blood Components: Emergency Release							
Blood Components: Transfusion Reaction							
Blood Components: Type & Screen/ Type & Cross-Match							
Chest Tube							

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Diabetes Mellitus Management: Periprocedural Care							
Epidural Narcotic Infusion and Patient Controlled Epidural Analgesia							
Heparin Infusion							
Insulin: Continuous IV Administration							
Intravenous Fluids with Additives/Medications							
IV Push Medications							
Medication Administration: Investigational Drugs							
Medication Administration: Pyxis for Controlled Substance Security							
Medications: Double Check							
Pain: Care of the Adult							
Pain: Continuous Narcotic Infusion							
Pain: Narcotics via PCA Pump							
Pain Scale							
Peripheral Intravenous Therapy							
Post-Mortem Care							
Respiratory Compromise							
Restraints: Acute Medical/Surgical (Non-behavioral)							
RhoGam							
Solution and Blanket Warmers (Protocol & Warmer Log appendix)							
UNIT PRACTICE MANUAL - aware of content and/or provides care according to the following protocols/procedures:							
Structure Standards							
Scope of Services							
Admission to PACU							

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Cardiovascular Monitoring: Perioperative Care							
Carotid Endarterectomy							
DOC Patients in Perioperative Area							
Discharge from PACU: Ambulatory Patients							
Discharge from PACU: Inpatients							
IV Catheter Removal: MA							
Latex Allergy Care							
Malignant Hyperthermia							
Nausea & Vomiting: Perioperative Care							
Operative Hysteroscopy: Perioperative Care							
Post-tonsillectomy Care							
Respiratory Compromise Management: Perioperative Care							
Safe Medication Practices in the Perioperative Area							
Scheduling: Perioperative							
Spinal & Epidural Anesthesia: Perianesthesia Care							
Thermoregulation in the Perioperative Phase							
Visitors & Observers in the Perioperative Area							
PRACTICUMS & SKILL VALIDATIONS							
Arrhythmia course							
Phlebotomy practicum							
Catheterizations – male							
Catheterizations – female							
IV Insertion #1							
IV Insertion #2							
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IV Insertion #3								

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