

ANNUAL UMG/JDH AMBULATORY COMPETENCY CHECKLIST

Position Title: Nurse Practitioner

Department: Internal Medicine

Employee Name:

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	Method of Instruction (Use Instruction Key on Left)	Evaluation Summary			Evaluation Method (Use Evaluation Key on Left)	Comments
			Competent	Initials	Date		
			Yes	No			

I. SAFETY/INFECTION CONTROL							
Locates emergency equipment							
Demonstrates ability to activate codes							
Disposes of needles/sharps/catheters in designated containers per protocol							
Demonstrates appropriate use/disposal of red bag waste							
Maintains clean & organized environment							
Acts as a resource for, and promotes culture of safety ;identifies and documents concerns using safety reporting system							
Locates link to Patient Safety Net							
Locates fire extinguishers							
Locates fire alarm pull boxes on unit							
See Unit Specific Page							
II. EQUIPMENT							
Utilizes standard unit specific technology and advance technology as appropriate.							
Operates the following equipment according to protocol:							
Computer							
Expediter Call System							
Telephone/beeper system							
See Unit Specific Page							
III. DOCUMENTATION/COMMUNICATION							
Documents data in patient medical record per protocol							
Reviews schedules for patient appointments							
Documents triage interactions							
Documents medications, performance of procedures, patient							

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responses, & instructions							
Completes lab requisitions accurately and correctly							
Completes radiology requisitions accurately and correctly							
Completes consultation forms correctly							
Reviews minutes from staff meetings							
Demonstrates ability to use electronic correspondence/forms							
Accesses patient information in LCR and EMR							
Demonstrates ability to order necessary forms per protocol							
Attends CPT/ICD-9 coding class with documentation in patient record							
Completes e-triage messages							
Utilizes secured messaging application							
Documents office visit notes and phone conversations on a daily basis according to established procedures.							
Completes forms in a timely manner, i.e. disability, workers comp., DPH, etc.							
Communicates/reinforces treatment plan to patient, and documents encounter in medical record							
See Unit Specific Page							
IV. PERFORMANCE IMPROVEMENT							
Identifies and participates in unit performance improvement activities							
Delegates responsibility to team members based on assessment of competencies							
Shows commitment to learning new knowledge and skills to enhance service to customer/patients and achieve							

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organizational goals							
Evaluates one's own clinical practice through self-reflection and feedback from others.							
Participates in unit based continuous quality improvement projects							
Awareness of the APRN peer review committee							
Awareness of unit specific outcome measures							
See Unit Specific Page							
V. DECENTRALIZED LAB							
See Unit Specific Page							
VI. PROVISION OF CARE							
Assessment of Patient:							
Develops a comprehensive medical history							
Performs thorough examination of patient based on age and history							
Identifies health and medical risk factors							
Orders appropriate evaluation testing necessary for medical evaluation							
Identifies medical needs based on accurate interpretation of clinical and physical examination data							
Develops a list of differential diagnoses based on findings obtained during patient history and physical exam.							
Seeks multidisciplinary input/consultation in the assessment of patient needs							
Recognizes the need for urgent/emergency medical							

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intervention							
Recognizes and adapts to the individual training needs of patients and families							
Planning of Patient Care:							
Develops medical plan of care in consultation with attending physician							
Demonstrates knowledge of variations in illness presentation and disease management across culturally diverse patient populations.							
Identifies barriers and enhancers for plan of care.							
Communicates plan of care to patient/family and multidisciplinary team members							
Modifies plan of care as clinical needs/status changes							
Delivery of Patient Care:							
Utilizes approved clinical and system resources as basis for clinical practice							
Communicates changes in clinical status to supervising medical staff							
Orders appropriate labs and diagnostic tests consistent with active clinical problems and diagnostic efforts							
Accurately interprets lab and diagnostic tests consistent with active clinical problems and diagnostic efforts							
Demonstrates proficiency at therapeutic and diagnostic procedures							
Prescribes controlled and non-controlled substances in accordance with Sate of Connecticut Statues of Prescriptive Authority							

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Provides appropriate medical stabilization in urgent/emergency situations							
Demonstrates awareness of the impact behavior and communication style have on patient, family and multidisciplinary team members							
Evaluation of Patient Care:							
Evaluates patient's response to therapeutic intervention							
Modifies plan of care according to changes in patient status and/or clinical data							
Facilitates patient participation in health and medical care by providing needed information to make healthcare decisions and choices.							
Communicates changes in clinical status to appropriate supervising medical staff and multidisciplinary team members within an appropriate time frame							
Collaborates with members of interdisciplinary team and community resources to effect continuity of established plan of care							
Supports research activities throughout the management of patient care							
Evaluate, assess, and develop treatment plan for patients seen in the department in collaboration with physicians							
Demonstrates knowledge of ethical and legal standards in collaborative practice.							
Coordinate and monitor follow up care for chronic patients in collaboration with physicians							
Assists physician with procedures as needed							

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Utilizes the UMG Case Manager in the planning and implementation of patient's plan of care as appropriate.							
Collaborates with the Diabetes Educator in the planning, delivery, and evaluation of care of diabetic patients as appropriate.							
Assist in identifying and contracting patient's appropriate for a Medication Use Agreement.							
Patient education and teaching-use of available patient education tools (Carenotes, approved pamphlets and brochures)							
Interprets current research findings for inclusion into evidence based practice.							
Maintains professionalism in interactions with patients and staff.							
Accesses and utilizes CPOE when treating in-patients							
See Unit Specific Page							
VII. AGE SPECIFIC							
Appropriately evaluates patient, family and staff educational needs							
Chooses and applies appropriate educational materials.							
Communicates information to patients and family in language that is clearly understood.							
Provides age specific care based on diverse patient and family population.							
See Unit Specific Page							
VIII. CUSTOMER SERVICE							
Committed to determining and exceeding patient/customer							

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needs and promotes area service standards							
IX. CLERICAL SKILLS							
Utilizes telephone/beeper system per protocol							
Prepares vouchers according to protocol							
Demonstrates the process of disposing printed materials which contain patient information							
Identifies the number for IT call center (x4400)							
See Unit Specific Page							
X. FISCAL RESPONSIBILITY							
Complies with unit policies regarding patient charges, supplies/requests, etc.							
Participates in unit activities aimed at evaluation/improving fiscal outcomes of care							
Awareness of the importance of providing cost effective care while maximizing health potential							
Billing voucher completion on a daily basis per protocol							
Utilizes assigned case numbers for patient visits associated with research studies, motor vehicle accidents, and workers compensation.							
ABN validation for Medicare Part A & B patients							
Use of proper CPT and ICD9 codes when submitting requisitions and vouchers.							
Understands and utilizes established medical coding guidelines							
Knowledge of Pharmaceutical Patient Assistance programs							
Knowledge of pre-certification process							
Knowledge of documentation criteria for DRG							

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See Unit Specific Page							
XI. IDX SCHEDULING & REGISTRATION SYSTEM and Clinical Information Systems							
Demonstrates ability to locate patient in database							
Performs mini- registration of new patient							
Performs scheduling & canceling of appointment							
XII. EDUCATION							
Completes required yearly education courses as noted in HealthStream system:							
Safety							
IC							
CPR							
Code Blue							
Laboratory							
Age Specific							
Unit Specific							
Corporate Compliance							
HIPAA							
Attends job related in-services throughout the year							
CEUs for certification							
Attends clinic staff meetings as scheduled.							
Initiates membership to the UCHC nurse practitioner forum							
Maintains BCLS certification							
See Unit Specific Page							

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UNIT SPECIFIC CHECKLIST:							
II. EQUIPMENT							
EKG machine							
Clinitek 50 Urine Analyzer							
Spirometer							
Glucometer							
Pulse oximeter							
DCA 2000 plus							
Proctoscope							
Nebulizer							
Hand held audiometer							
Digital thermometer							
Histofreezer							
Otoscope							
Ophthalmoscope							
Dictation equipment							
V. DECENTRALIZED LAB							
Rapid strep test							
Urine pregnancy test							
Urine dipstick testing							
Hgb A1C testing							
Hemocult processing							
Fingerstick blood glucose testing							
Spirometry							
Urine pH							

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VI. PROVISION OF CARE							
Assumes RN functions, if needed in emergent situations							
Provides primary care service to identified patients							
Ishihara color vision test							
Snellen vision test							
Cryotherapy							
Ear irrigation							
Urinary catheterization-foley, straight cath							
Peak flow monitoring							
Nebulizer treatments							
Punch biopsy							
Tissue scrapings							
Point injections-steriod, Marcan							
Vaccine administration							
PPD administration and interpretation							
Obtain and interpret EKGs							
O2 administration							
Obtains culture specimens: wound, penile, cervical, throat							
Wound debridement							
Miscellaneous wound dressings							
Staple/Suture removal							
Pelvic exams							
Pap smears							
Rectal exams							
Prostate exams							
Risk stratification for pre-operative patients							

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Patient evaluations for long term placement							
Evaluates patients for DME need							
Educates patients on Advance Directives							
Initiates referrals and consults: VNA, hospice, specialists							
XII. EDUCATION							
Attends weekly grand rounds							

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Competency Checklist Updated: 11/08

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