

ANNUAL UMG/JDH AMBULATORY COMPETENCY CHECKLIST

Position Title: Nurse Practitioner

Department: Surgical Oncology

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 |
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| | | | 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: | | | | | | | |
|---|--|--|--|--|--|--|--|
| I. SAFETY/INFECTION CONTROL | | | | | | | |
| Locates oxygen shut off valves | | | | | | | |
| II. EQUIPMENT | | | | | | | |
| Suture Removal kit | | | | | | | |
| Staple Removal kit | | | | | | | |
| Punch biopsy device | | | | | | | |
| Ultrasound machine | | | | | | | |
| Hemovac drainage system | | | | | | | |
| Suture kit | | | | | | | |
| III. DOCUMENTATION/COMMUNICATION | | | | | | | |
| Documents on or reviews documentation/use of: | | | | | | | |
| Charge sheet | | | | | | | |
| Ambulatory Summary List | | | | | | | |
| IV. PERFORMANCE IMPROVEMENT | | | | | | | |
| Participates in patient safety and performance improvement chart audits | | | | | | | |
| VI. PROVISION OF CARE | | | | | | | |
| Use of pain scale in assessing pain | | | | | | | |
| Provides Care for: | | | | | | | |
| New patient consults | | | | | | | |
| Follow up patient consults | | | | | | | |
| Post-operative visits/wound assessments | | | | | | | |
| Pre-operative History and Physical Exams | | | | | | | |

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|---|--|--|--|--|--|--|--|
| Orders hospital admissions as appropriate | | | | | | | |
| Assists with punch biopsy procedure | | | | | | | |
| Assists with ultrasound guided core biopsies | | | | | | | |
| Performs needle aspirations | | | | | | | |
| Misc. dressing changes | | | | | | | |
| Removal of surgical drains | | | | | | | |
| Suture Removal | | | | | | | |
| Staple Removal | | | | | | | |
| Application and removal of steri-strips | | | | | | | |
| Evaluates and interprets radiological findings | | | | | | | |
| Laboratory test ordering and interpretation | | | | | | | |
| Collaborates with Radiology Clinical Trials Office for patient appropriate research treatment protocols | | | | | | | |
| XII. EDUCATION | | | | | | | |
| Aware of and identifies patients for presentation at Breast Cancer Tumor Board meetings | | | | | | | |

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