

ANNUAL UMG/JDH AMBULATORY COMPETENCY CHECKLIST

Position Title: Licensed Practical Nurse
 Department: Internal Medicine-Health Partners
 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 and safe environment							
Promotes culture of safety; identifies and documents concerns using safety reporting.							
Locates link to Patient Safety Net							
Participates in routine checking of emergency cart supplies and equipment, and orders replacement supplies as needed.							
Locates fire extinguishers							
Locates fire alarm pull boxes on unit							
Utilizes mechanical aids and uses proper body mechanics when transferring, transporting patients							
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							
Patient Lift System							
See Unit Specific Page							

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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 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							
Provides factual information to patient or patient designee ensuring HIPAA compliance							
Maintains patient confidentiality and assures disposal of documentation containing patient information appropriately							
Accesses courier services as necessary							
Demonstrates ability to order necessary forms per protocol							
Attend CPT/ICD-9 coding class with documentation in patient record							
Completes e-triage messages							
Communicates/reinforces treatment plan to patient, and documents encounter in medical record.							
See Unit Specific Page							
IV. PERFORMANCE IMPROVEMENT							
Participates in performance improvement activities							

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Delegates responsibility to team members based on assessment of competencies							
Defines oneself as a member of the multidisciplinary team							
Shows commitment to learning new knowledge and skills to enhance service to customer/patients and achieve organizational goals							
Participates in unit based continuous quality improvement projects.							
See Unit Specific Page							
V. DECENTRALIZED LAB							
See Unit Specific Page							
VI. PROVISION OF CARE							
Performs routine procedures, i.e. vital signs in accordance with protocol and reports deviations to provider or RN							
Performs clinical procedures as delegated and in accordance with UHC standards and scope of practice							
Assists doctors, mid-level practitioners and RNs in general care and treatment of patients following patient's plan of care per protocol							
Reports on patient condition and behavior							
Explains procedure(s) to patient, putting them at ease							
Maintains patient privacy, comfort and dignity							
Reinforces appropriate patient education							
Maintains patient confidentiality and disposes of documentation containing patient information appropriately							
Completes appropriate documentation in accordance with							

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UCHC standards							
May perform emergency first aid							
Prepares rooms and work areas including stocking of rooms and carts with appropriate equipment and materials							
Schedules and prioritizes workflow; manages multiple priorities							
Monitors expiration dates of unit stock medications, medication samples							
Assists physician with procedures as needed							
Delegates responsibility to team members based on assessment of competencies							
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)							
DPH Reportable Disease Submission and Follow Up							
Use of pain scale in assessing pain							
Participates in the training of medical assistant student externs							
See Unit Specific Page							
VII. AGE SPECIFIC							
Communicates information to patients and family in language that is clearly understood.							
Seeks and distributes appropriate education materials.							
See Unit Specific Page							
VIII. CUSTOMER SERVICE							
Committed to determining and exceeding patient/customer							

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needs and promotes area service standards							
Takes responsibility for job by reporting to work on time and considering the needs of the unit when requesting time off							
Recognizes how actions will affect others and uses problem solving skills and creativity to address identified opportunities							
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 policies regarding patient charges, supplies, etc.							
Participates in activities aimed at evaluating and improving fiscal outcomes of care							
Billing voucher completion following nursing encounter							
Utilizes assigned case numbers for patient visits associated with research studies, motor vehicle accidents and workers compensation.							
Completes ABN validation for Medicare Part A&B patients							
Use of proper CPT and ICD9 codes when submitting requisitions and vouchers.							
See Unit Specific Page							
XI. IDX SCHEDULING & REGISTRATION SYSTEM AND CLINICAL INFORMATION SYSTEMS							

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Demonstrates ability to locate patient in database							
Performs mini- registration of new patient							
Performs scheduling & canceling of appointment							
See Unit Specific Page							
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							
See Unit Specific Page							

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UNIT SPECIFIC CHECKLIST:							
II. EQUIPMENT							
Scale: digital and manual							
Glucometer							
Clinitek 50 Urine Analyzer							
Pulse oximeter							
Thermometers: oral, tympanic							
Nebulizer							
EKG machine							
Spirometry							
Peak flow meter							
Hand held audiometer							
Suction machine							
V. DECENTRALIZED LAB							
Urine dipstick test							
Urine pregnancy test							
Rapid strep test							
Hemocult slide processing							
Fingerstick glucose testing							
VI. PROVISION OF CARE							
Orthostatic blood pressure readings							
Nebulizer treatments							
Snellen vision test							
Ishihara color vision test							
Ear lavage							

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Application of ace wraps							
Miscellaneous dressing changes i.e.; DSD, wet to dry, burn dressings							
Application of finger splints							
Set up and assist:							
Pelvic exams							
Pap smears							
Rectal exams							
PPD administration							
Vaccine consenting and use of VIS							
Vaccine administration							
Depolupron injections							
Procrit injections							
Vitamin B12 injections							
O2 administration							
Collaborates with the Diabetes Educator in the planning, delivery and evaluation of care of diabetic patients as appropriate.							
Diabetic teaching:							
Glucometer							
Drawing up of insulin							
Self injection							
Ordering of clinical supplies and vaccines							
Patient triage:							
Phone calls							
Walk ins							

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XI. IDX SCHEDULING & REGISTRATION SYSTEM AND CLINICAL INFORMATION SYSTEMS							
Quest Care 360							

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