

# Registered Nurse

## Clinical Competency Skills Checklist for Orientation ICU and PCU

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Nursing Unit: \_\_\_\_\_

Preceptors: \_\_\_\_\_

**Instructions for Completion:**

1. All nurses are required to complete a self-assessment about their clinical skills in order that we may better serve you during your orientation process. Please complete the attached Clinical Skills Checklist by indicating if you are competent or would require additional instruction or supervision of the clinical skills listed by placing a checkmark in the appropriate column.
2. Preceptors or designee will complete the column entitled "Demonstrated with Supervision" after direct observation of competent performance of the skill or use of equipment.
3. Once the skill is competently performed without assistance, the column "Demonstrated Independently" is completed.
4. Comment section is for additional notes, concerns, etc. (i.e. if for instance there were no deaths during your clinical orientation, then "policy and procedure reviewed" should be clearly indicated for post mortem care.)
5. Validators of any clinical or performance skill must complete Signature box below.

Full Signature	Title	Initials	Full Signature	Title	Initials
<p><b>AT COMPLETION- UNIT MANAGER/Supervisor:</b> Your signature indicates you have reviewed orientation checklist items with employee. Please have employee sign and send completed checklist to Nursing Education.</p>					
_____ Supervisor/Designee Signature		_____ Date	_____ Employee Signature		_____ Date

<b>Registered Nurse Clinical Skill</b>	Self Assessment  Competent to Perform Skill	Demonstrate with Supervision Date/Init.	Demonstrate Independently Date/Init.	Comments Date/Init.
<b>PATIENT SAFETY</b>				
<b>Patient Identification</b> ■ Uses hospital approved two identifiers				
<b>Infection Control – per policies</b> ■ Observed using standard precautions when performing nursing care ■ Observed following hand hygiene policy ■ Observed following isolation precautions standards				
<b>Abbreviations:</b> ■ Able to state unacceptable abbreviations and does not use them in the patient's medical record.				
<b>Falls Prevention:</b> ■ Demonstrates setting up bed alarm ■ Demonstrates setting up TABS for bed and chair. ■ Completes "Preventing Patient Falls" tutorial ■ Completes accurate Morse Fall Risk assessment ■ Review Policy PC 10 and 8620.232a				
<b>Hand off communication:</b> ■ Reviews PC 25, Verbal and Telephone orders ■ Demonstrates compliance with process for PC 25 ■ Follows process for Shift to shift report, including walking rounds and review of patient chart to include eMAR, SBAR and results review. ■ Use appropriate color coded arm bands and communicates. ■ Completes ticket to ride/department to department ■ Completes transfer summary/unit to unit inpatient				

	Self Assessment	Demonstrate with Supervision Date/Init.	Demonstrate Independently Date/Init.	Comments Date/Init.
<b>Pain Assessment</b> <ul style="list-style-type: none"> <li>■ Complete accurate admission pain assessment</li> <li>■ Complete daily pain assessment</li> <li>■ Documents pain assessment prior to intervention</li> <li>■ Re-assess and documents per policy PC 28</li> </ul>				
<b>LEGAL ASPECTS</b>				
<ul style="list-style-type: none"> <li>■ Reviews DNR policy and corresponding documentation forms.</li> </ul>				
<ul style="list-style-type: none"> <li>■ Completes appropriate documentation for inter-facility transfers.</li> </ul>				
<ul style="list-style-type: none"> <li>■ Reviews and witnesses consent forms</li> </ul>				
<ul style="list-style-type: none"> <li>■ Reviews policy AD 30 Communication- communicate health information to patients with barriers of communication related to foreign language, hearing impairment/deafness or any other communication disorder affecting comprehension or expression.</li> </ul>				
<b>MEDICATION ADMINISTRATION</b>				
<b>Policies:</b> <ul style="list-style-type: none"> <li>■ Pharmacy and Nursing Manual</li> <li>■ Review downtime charting procedure</li> </ul>				
<b>Administration:</b> <ul style="list-style-type: none"> <li>■ Observed following the 5 rights</li> <li>■ Observed following appropriate scanning and recording of medication administration</li> <li>■ Removes medication appropriately from pyxis</li> <li>■ Observed following appropriate process for wasting controlled substances</li> <li>■ Reschedules single dosages when necessary.</li> <li>■ Administers medications timely</li> <li>■ Verbalizes high risk medications process</li> <li>■ Locates look-alike sound alike medication list</li> <li>■ Locates high risk medication list</li> <li>■ Maintains safe, secure medication cart</li> <li>■ Maintains Patient on Anti-Coagulant Therapy</li> <li>■ Completes order sticker for heparin adjustments</li> </ul>				
<b>Medication Reconciliation-</b> <ul style="list-style-type: none"> <li>■ Collects medication history at time of admission and communicates with discrepancies with provider</li> <li>■ Reviews medication orders at time of transfer and discharge and communicates with discrepancies with provider</li> <li>■ Access medication history and reviews list when another staff member collects and enters information in EHR.</li> </ul>				
<b>IV THERAPY</b>				
<b>Blood</b> <ul style="list-style-type: none"> <li>■ Retrieves Blood products from lab</li> <li>■ Completes pre transfusion requirements <ul style="list-style-type: none"> <li>■ Appropriate Order</li> <li>■ Consent confirmation</li> <li>■ Vital signs</li> <li>■ Requisition</li> </ul> </li> <li>■ Administers Blood Products per policy</li> <li>■ Documents process in the EHR</li> <li>■ Sets up blood warmer</li> <li>■ Reviews downtime procedure</li> </ul>				
<b>IV protocol</b> <ul style="list-style-type: none"> <li>■ Review IV protocol 8620.001b</li> <li>■ Documents assessment findings per protocol in the EHR</li> <li>■ Observed starting 3 IVs per policy</li> <li>■ Sets up IV pump with labels for medication and dosage.</li> <li>■ Labels IV bag and tubing with hospital approved stickers.</li> <li>■ Clears pump at end of shift and records intake in EHR.</li> <li>■ Scans all IV products per medication administration policy.</li> <li>■ Attends IV course at HRMC: _____</li> </ul>				
<b>Central Line Care</b> <ul style="list-style-type: none"> <li>■ Verbalize central line insertion bundle</li> <li>■ Accesses and flushes central line following policy (TLC, PICC, Porta-cath)</li> <li>■ Document assessment findings in EHR</li> <li>■ Assesses and documents PICC line measurements daily in EHR</li> </ul>				

<b>SYSTEM ASSESSMENT</b>				
<b>Ongoing Assessment in EHR</b>				
<ul style="list-style-type: none"> <li>■ Completes general assessment in all categories</li> <li>■ Completes System review using "WDL"</li> <li>■ Completes System review detailed assessment</li> <li>■ Identifies all "nesting" forms in ongoing assessment for each system.</li> <li>■ Understands/ utilizes 'no change' for reassessment</li> </ul>				
<b>ADMISSION PROCESS</b>				
<ul style="list-style-type: none"> <li>■ Performs accurate admission assessment</li> <li>■ Documents in EHR adult admission assessment</li> <li>■ Documents in EHR adult admission history</li> <li>■ Documents allergies</li> <li>■ Documents allergies have been reviewed if entered by other staff</li> <li>■ Documents height and weight</li> <li>■ Initiates Plan of Care after admission process is completed</li> <li>■ Initiates referrals if indicated</li> <li>■ Process physician orders accurately</li> <li>■ Process PM conversation for infection control and consults accurately</li> <li>■ Educates patient/family on admission and documents required education in EHR.</li> </ul>				
<b>INPATIENT MANAGEMENT OF PATIENTS</b>				
<ul style="list-style-type: none"> <li>■ Review Policy for consents AD 36B</li> <li>■ Reviews protocol preparation of surgical patients 8620.217B</li> <li>■ Documents/reviews Pre-procedural checklist</li> <li>■ Reviews policy PC 24, Universal Protocol and when applicable implements.</li> <li>■ Maintains Intake and Output and accurately documents in EHR.</li> <li>■ Plans care for assigned group of patients</li> <li>■ Prioritizes patient needs</li> <li>■ Completes shift assignment safely and timely</li> <li>■ Updates Interdisciplinary Plan of Care record each shift and signs off goals when met.</li> <li>■ Plans &amp; Reinforces education to patient/family</li> <li>■ Documents all teaching in EHR</li> <li>■ Patient Care rounds- Participates and provides team with accurate and pertinent information.</li> <li>■ Monitors result of patient's laboratory studies and notify physician of significant abnormalities.</li> <li>■ Communicates changes in patient condition to appropriate team members.</li> <li>■ Documents in Notification section of chart when provider is called, or significant patient event is communicated.</li> <li>■ Urinary Device Protocol- policy reviewed 8620.218b and implement standards. Document in EHR.</li> <li>■ Performs a Transfer Summary and verbal report when patient is moved unit to unit.</li> <li>■ Follow policy for organ donation and reporting deaths.</li> <li>■ Finds poison control number identifies situations requiring resource information on poison control</li> </ul>				
<b>DISCHARGE PROCESS</b>				
<ul style="list-style-type: none"> <li>■ Facilitates Discharge Process</li> <li>■ Completes nursing section of discharge instructions</li> <li>■ Reinforces and answers patient questions regarding discharge medications.</li> <li>■ Instructs patients on side effects of new meds</li> <li>■ Reconciles discrepancies with provider</li> </ul>				
<b>CORE MEASURES</b>				
<ul style="list-style-type: none"> <li>■ Follows recommendations for pneumonia</li> <li>■ Follows recommendations for SCIP</li> <li>■ Follows recommendations for MI</li> <li>■ Follows recommendations for Heart Failure</li> </ul>				
<b>DOWNTIME</b>				
<ul style="list-style-type: none"> <li>■ Reviews downtime procedure and forms.</li> <li>■ Use 24/7 viewing</li> </ul>				

<b>EQUIPMENT</b>				
<b>Code Cart</b> <ul style="list-style-type: none"> <li>■ Review Policy for cart inspection and exchange, PC 02</li> <li>■ Review daily testing of defibrillator unit</li> </ul>				
<b>Hypo/Hyperthermia Blankets</b> <ul style="list-style-type: none"> <li>■ Review use of hyperthermia blanket</li> <li>■ Review use of Bair hugger unit</li> </ul>				
<b>Antiembolism Precautions</b> <ul style="list-style-type: none"> <li>■ Review appropriate usage for SCD device and sizing of sleeves</li> <li>■ Review appropriate application and sizing of Antiembolism stockings</li> <li>■ Documentation in EHR</li> </ul>				
<b>Specialty Beds</b> <ul style="list-style-type: none"> <li>■ Review ordering process (Purchase order) for bed.</li> <li>■ Review order care set and documentation in EHR</li> </ul>				
<b>Glucose Monitoring Devices</b> <ul style="list-style-type: none"> <li>■ Completes initial competency in Nursing orientation.</li> <li>■ Demonstrates patient test and verbalizes hypoglycemic protocol</li> <li>■ Documents results in EHR</li> </ul>				
<b>V.A.C. ATS Application</b> <ul style="list-style-type: none"> <li>■ Review policy 8620.203a</li> </ul>				
<b>Respiratory Equipment</b> Independently sets up and monitors: <ul style="list-style-type: none"> <li>■ Nasal Cannula</li> <li>■ Non rebreathing mask</li> <li>■ Face/bag valve mask</li> <li>■ Incentive Spirometry</li> <li>■ Pulse oximetry, continuous and intermittent</li> </ul>				
<b>Defibrillators/ AED's</b> <ul style="list-style-type: none"> <li>■ Demonstrates use of hard pads</li> <li>■ Demonstrates use of hands free quick combo pads</li> <li>■ Demonstrates converting Lifepac 20 AED to manual defibrillator.</li> </ul>				
<b>External Pacemaker</b> <ul style="list-style-type: none"> <li>■ Sets up Lifepac 12</li> <li>■ Attaches leads and quick combo pads</li> <li>■ Sets rate and adjusts MA to obtain capture</li> </ul>				
<b>Central Monitoring System</b> <ul style="list-style-type: none"> <li>■ Completes tele room competency</li> <li>■ Set ups patient information into central station</li> <li>■ Attaches patient to telemetry</li> <li>■ Print strips from central station</li> <li>■ Records cardiac rhythm interpretation</li> </ul>				
<b>Transport monitors/ DASH</b> <ul style="list-style-type: none"> <li>■ Set up ICU transport monitor</li> <li>■ Sets up DASH 4000 or 3000 to monitor at the bedside or use for transportation.</li> </ul>				
<b>Safety</b> <ul style="list-style-type: none"> <li>■ Follows procedure for reporting faulty equipment</li> <li>■ Operates all equipment safely, ensures electrical safety.</li> </ul>				
<b>Specific CRITICAL CARE Population</b>				
<b>STROKE</b> <ul style="list-style-type: none"> <li>■ Completes detailed assessment for stroke patients</li> <li>■ Set ups teleneurology service</li> <li>■ Completes NIH stroke scale</li> <li>■ Reviews code grey packet</li> </ul>				
<b>DIALYSIS</b> <ul style="list-style-type: none"> <li>■ Arranges for hemodialysis services</li> <li>■ Reviews preprinted hemodialysis orders</li> <li>■ Communicates patient status with dialysis nurse</li> <li>■ Reviews policies 8620.212a and 212b</li> </ul>				
<b>IV MEDICATION – Designated as CC use only</b> <ul style="list-style-type: none"> <li>■ Initiates and adjust IV medication drips per PN manual standards for each medication</li> <li>■ Monitors patient for side effects of IV medication</li> <li>■ Monitors parameters associated to Medication and outlined in PN manual for medication.</li> </ul>				
<b>EMERGENCY CODES</b>				
<b>Other codes</b> <ul style="list-style-type: none"> <li>■ Reviews and can verbalize actions (individual role and unit role) in response to the following: <ul style="list-style-type: none"> <li>-Code Red    - Code Blue    - Code White</li> <li>-Code Pink    - Code Amber    - Code Yellow</li> </ul> </li> </ul>				

<ul style="list-style-type: none"> <li>-Code Gray    -Code Silver    -Code Orange</li> <li>-Code Triage    - Code Clear    - Code Help</li> <li>-Rapid Response Team    -OB Emergency</li> <li>-Active Shooter Announcement</li> </ul>				
<b>Code Blue</b> <ul style="list-style-type: none"> <li>■ Demonstrates how to call for Code Blue and responses</li> <li>■ Participates as critical care nurse responding after completion of ACLS</li> <li>■ Documents appropriately on Cardiac Arrest Flowsheet</li> <li>■ Uses notification form in EHR to state code was called</li> </ul>				
<b>Rapid Response Team</b> <ul style="list-style-type: none"> <li>■ Demonstrates how to call for RRT.</li> <li>■ Verbalizes reasons, situation when to call</li> <li>■ Appropriately responds to RRT</li> <li>■ Participates as critical care nurse responding after completion of ACLS and shadowing charge nurse in rapid responses.</li> <li>■ Documents appropriately on RRT record</li> <li>■ Uses notification form in EHR to state code was called</li> </ul>				
<b>ICU ONLY</b>				
<b>Temporary pacemaker</b> <ul style="list-style-type: none"> <li>■ Set up equipment for insertion</li> <li>■ Maintain generator settings</li> <li>■ Recognized appropriate pacing, sensing and capturing.</li> <li>■ Reports abnormalities to provider</li> </ul>				
<b>PA catheter include Cardiac Output</b> <ul style="list-style-type: none"> <li>■ Set up equipment for insertion</li> <li>■ Flush and calibrate system</li> <li>■ Set alarms</li> <li>■ Recognized appropriate waveforms</li> <li>■ Reports abnormalities to provider</li> </ul>				
<b>Arterial Line</b> <ul style="list-style-type: none"> <li>■ Set up equipment for insertion</li> <li>■ Flush and calibrate system</li> <li>■ Set alarms</li> <li>■ Recognized appropriate waveforms</li> <li>■ Reports abnormalities to provider</li> <li>■ Demonstrates obtaining blood specimen</li> </ul>				
<b>Cardioversion</b> <ul style="list-style-type: none"> <li>■ Participates after completion of ACLS. Assist physician in set up of equipment, using the sync button on defibrillator and monitors the patient.</li> </ul>				
<b>Ventilator management</b> <ul style="list-style-type: none"> <li>■ Recognizing patients possibly requiring intubation, set up for intubation ventilates with ambu bag</li> <li>■ Monitors and documents ventilator settings</li> <li>■ Trouble shoots alarms</li> <li>■ Collaborates with respiratory practitioner and physician for management of patient and compliance with VAP bundle.</li> <li>■ Reviews and follows Ventilator management policy 6010/6050.31b</li> <li>■ Reviews and follows Ventilator Discontinuation policy 6010/6050.45b</li> <li>■ Set up Hi-Lo evac ETT</li> <li>■ Monitors ABGs and weaning trials</li> <li>■ Extubation per procedure and monitors toleration</li> <li>■ Reviews Sedation and Analgesia policy PN 04a</li> </ul>				
<b>Insulin Drip Protocol</b> <ul style="list-style-type: none"> <li>■ Follows preprinted order form for continuous infusion</li> <li>■ Frequently monitors glucose per policy</li> </ul>				
<b>Thrombolytics</b> <ul style="list-style-type: none"> <li>■ Review policy 6010.37b for thrombolytic therapy for arterial occlusion</li> <li>■ Review policy PN 001 for alteplase/activase/TPA</li> </ul>				
<b>IV Paralytics/use PNS</b> <ul style="list-style-type: none"> <li>■ Follows medication guidelines for paralytic agents in PN manual.</li> <li>■ Monitors sedation per sedation and analgesia policy.</li> <li>■ Reviews Peripheral nerve stimulator and application process. Use AACN manual guideline for monitoring.</li> </ul>				
<b>Other:</b> <ul style="list-style-type: none"> <li>■ 24hour flowsheet- documents all care.</li> <li>■ Demonstrate use of triple channel pump</li> </ul>				
<ul style="list-style-type: none"> <li>■ On line policy access. Learning suite and email</li> </ul>				
<ul style="list-style-type: none"> <li>■ Demonstrated proper method to answer phones &amp; customer service. Answers call bell system</li> </ul>				

