

LICENSED PRACTICAL NURSE COMPETENCY LIST in Critical Care

Name _____

Orientation Date _____

COMPETENCY	DATE OBSERVED	SATISFACTORY COMPLETION	COMMENTS
1. ADMISSION AND CARE PROCESS			
Demonstrates interest and initiative towards safety and risk management issues and performance improvement			
Monitors and documents intake and output when appropriate			
Initiates the admitting process for all patients on assigned unit during scheduled hours			
Check the fact sheet for correct information for next of kin (emergency contact). Follow up with registration to edit face sheet.			
Check for signature on face sheet (consent for treatment.) If not there, will follow up by obtaining signature from patient/family member. If the patient is unable to sign, Unit Coordinator/Charge Nurse is notified.			
Collaborates with the RN in implementing the nursing process and developing and revising the patient plan			
Provides patient care and treatment according to standards and scope of practice.			
Documents information in patient records, hospital forms, using computer or paper-based system regarding admission process or direct care provided.			
Order entry: using cerner to process physician orders			
Initiates medication reconciliation on admission. List current medication and once completed, communicates to primary nurse for reconciliation process.			
Prints up current census sheet.			
Checks and completes Advance Directive information in the electronic health record			
Initiates and completes Pneumococcal and Influenza vaccine information. Reviews with primary nurse. After review Fax to pharmacy if using paper form.			

COMPETENCY	DATE OBSERVED	SATISFACTORY COMPLETION	COMMENTS
2. INTRAVENOUS THERAPY			
Starts IV according to procedure			
Cares for IV according to IV protocol			
Observes IV site every 4 hours			
Administers antibiotics IVPB and through prn adapter using SAS			
Sets up and monitors IV pump according to procedure			
3. BLOOD TRANSFUSION			
Obtains blood from lab following blood bank procedure			
Monitors vital signs before, during and after transfusion			
Observes for transfusion reaction			
Documents in Electronic Health record any data or observations noted during transfusion process.			
4. MEDICATIONS			
Records medications and required elements in eMAR.			
Able to use Pyxis			
Completes pyxis count according to policy			
Scans patient ID and medication prior to administration			
Administers medication safely and accurately within the scope of practice as directed by the RN, uses 5 rights prior to administration.			
Uses Pharmacy Nursing Manual as a resource			
Verbalizes high risk medication procedure and medications.			
Verbalizes/review anticoagulation policy			
5. PCA INFUSER			
Checks PCA settings against doctor's orders at beginning of shift			
Documents patient observation and I/O on PCA Flow Sheet			
Observes patient according to PCA protocol			
Clears infuser at end of shift			
6. URINARY CATHETERIZATION			
Explains procedure to patient			
Uses sterile technique when inserting Foley			
Secures catheter tubing to patient's leg with cath secure			
Follows urinary devices protocol			
Deflates balloon prior to discontinuing Foley			

COMPETENCY	DATE OBSERVED	SATISFACTORY COMPLETION	COMMENTS
7. GASTRO INTESTINAL / FEEDING TUBES			
Checks placement of tube prior to feeding			
Checks for residual prior to feeding			
Cares for continuous tube feedings according to protocol			
Sets up tube feeding pump according to procedure			
8. OXYGEN ADMINISTRATION			
Sets up oxygen			
Monitors flow rate			
Monitors and documents oxygen saturation using pulse oximeter			
Reinforces patient teaching on how to use incentive spirometer and documents understanding and patient's ability to reach target volume on incentive spirometer.			
Performs suctioning using sterile technique			
9. BLOOD GLUCOSE MONITORING			
Performs blood glucose according to procedure			
Cleans machine, labels control solutions and strips			
Performs quality control test according to procedure			
Record POC results in Electronic Record in addition to eMAR			
10. SAFETY			
Able to state personal role in hospital emergencies			
a. Code Red			
b. Code Blue			
c. Code White			
d. Code Pink			
e. Code Amber			
f. Code Yellow			
g. Code Gray			
h. Code Silver			
i. Code Orange			
j. Code Triage			
k. Code Clear			
l. Code Help			
m. Rapid Response Team			
n. OB Emergency			
o. Active Shooter Announcement			
Operates equipment in a safe manner			

COMPETENCY	DATE OBSERVED	SATISFACTORY COMPLETION	COMMENTS
Follows procedure for reporting faulty equipment			
Follows hospital policy for equipment maintenance			
Use proper body mechanics			
Follows and documents to Fall Protocol			
Follows and documents to Restraint Protocol			
Follows National Patient Safety Goals when providing patient care			
Uses two unique identifiers for patient ID prior to treatment or procedure			
Able to state Unacceptable Abbreviations and does not use them in patient's medical record			
11. CPR			
Verify current CPR Expiration Date: _____			
Locates airway kit and defibrillator			
Checks code cart per Dr. Heartwell policy			
Review Cart exchange process			
12. STANDARD PRECAUTIONS			
Is observed using standard precautions when performing nursing care tasks according to Infection Control manual			
Can locate personal protective equipment			
Uses proper hand washing techniques			
Is able to locate Transmission-based Precautions in Infection Control Manual			
13. DOCUMENTATION			
Documents in electronic health record sections that are applicable based on care provided and observations.			
Documents changes in patient's condition focus assessment and documents physician notification in the notification section of the electronic record.			
Completes audit tool used for assessing Admission Process completion			
14. COMMUNICATION			
Communicates changes in patient's condition to RN			
Communicates patient information to healthcare team			
Able to state unit-based PI projects and safety initiatives			
Access group wise email account, initiates messages, replies to messages.			
Completes downtime forms for Nursing documentation, places in chart and enters electronic downtime form indicating time frame when electronic access was not available.			

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Access Learning Suite, completes orientation assignments. Identifies how to check for additional assignments.			
Prints Educational transcript			
15. PATIENT TEACHING			
Reinforces teaching done by patient educator or RN (i.e. diabetes pre-op, cardiac, etc)			
Utilizes a variety of educational methods to assist patient in learning			
Documents patient/family response to teaching			
Reinforce discharge plan			
Collect data for discharge plan			
Collect data for patient instructions regarding medication as directed by RN			
16. PRE-OP / POST-OP			
Uses pre-op checklist to prepare patient for OR			
Verbalizes use of "Time Out" prior to a procedure			
Monitors post-op vital signs according to protocol			
17. SKIN CARE			
Documents condition of patient's skin			
Documents and provides skin care according to Skin Care Protocol			
OTHER:			

Initials	Print Name	Signature of Preceptors

Employee Signature: _____

Date: _____

Indicates checklist is completed and aware of completion of orientation

Preceptor Signature: _____

Date: _____

Indicates checklist is completed and aware of completion of orientation

Nurse Manager or Designee: _____

Date: _____

Indicates Orientation Completed, Checklist has been reviewed