

**HACKETTSTOWN REGIONAL MEDICAL CENTER**  
**Monitor Technician/Secretary**  
**Clinical Competency Skills Checklist for Orientation**  
**ICU and PCU**

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

ICU     PCU

Orientation Start Date : \_\_\_\_\_ Primary Preceptor: \_\_\_\_\_

**Instructions for Completion:**

1. All monitor technicians/secretaries 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 Independently" once the skill is competently performed without assistance.
3. 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.)
4. Validators of any clinical or performance skill must complete Signature box below.

Full Signature	Title	Initials

Monitor Tech/Secretary Clinical Skill	Would Require Instruction/ Supervision	Demonstrated Independently Date/Init.	Comments Date/Init.
<b>PATIENT SAFETY</b>			
Patient Identification: <ul style="list-style-type: none"> <li>• Uses name and medical record number from patient ID to identify patient before performing procedure.</li> </ul>			
Standard Precautions: <ul style="list-style-type: none"> <li>• Observed when performing care to equipment according to infection control manual.</li> </ul>			
Isolation: <ul style="list-style-type: none"> <li>• Follows Transmission Precautions per infection control manual.</li> <li>• Identifies isolation standards in the electronic record</li> <li>• Identifies and processes MRSA screening form</li> </ul>			
Handwashing: <ul style="list-style-type: none"> <li>• Follows infection control manual guidelines for hand hygiene</li> </ul>			
Alarms: <ul style="list-style-type: none"> <li>• Checks that alarms are working and audible on equipment when setting it up for patient use.</li> </ul>			
Abbreviations: <ul style="list-style-type: none"> <li>• Able to state unacceptable abbreviations and does not use them in the patient's medical record.</li> </ul>			
Fall Prevention: <ul style="list-style-type: none"> <li>• Verbalizes HRMC fall prevention program and role for monitoring</li> <li>• Locates TABS monitors used for fall prevention program</li> </ul>			
Colored Wrist Bands: Identifies the following and identifies where extra bands are located on the unit: - Purple        - Red        - Yellow - Green        - Pink			

<b>Monitor Tech/Secretary Clinical Skill</b>	<b>Would Require Instruction/ Supervision</b>	<b>Demonstrated Independently Date/Init.</b>	<b>Comments Date/Init.</b>
<b>LEGAL ASPECTS</b>			
<ul style="list-style-type: none"> <li>• Reviews Advance Directives Policy</li> </ul>			
<ul style="list-style-type: none"> <li>• Reviews DNR Policy and progress note documentation form</li> </ul>			
<ul style="list-style-type: none"> <li>• Verbalizes understanding of importance of confidentiality (HIPAA).</li> </ul>			
<b>COMMUNICATION</b>			
<ul style="list-style-type: none"> <li>• Groupwise <ul style="list-style-type: none"> <li>a. Access groupwise</li> <li>b. Opens mail</li> <li>c. Replies to messages</li> <li>d. Compose new message</li> </ul> </li> </ul>			
<ul style="list-style-type: none"> <li>• Communicates information relevant to the functioning of the area to the multidisciplinary team as appropriate.</li> </ul>			
<ul style="list-style-type: none"> <li>• Answers telephone properly (name, job title and location)</li> </ul>			
<ul style="list-style-type: none"> <li>• Speaks courteously</li> </ul>			
<ul style="list-style-type: none"> <li>• Transfers calls correctly</li> </ul>			
<ul style="list-style-type: none"> <li>• Places incoming and outgoing calls accurately.</li> </ul>			
<ul style="list-style-type: none"> <li>• Able to communicate process for utilizing the language line.</li> </ul>			
<ul style="list-style-type: none"> <li>• Notifies personnel of incoming calls</li> </ul>			
<b>INTERDISCIPLINARY COMMUNICATION</b>			
<ul style="list-style-type: none"> <li>• Ticket to ride: Identifies form, how to reorder, verbalizes process for completion.</li> </ul>			
<ul style="list-style-type: none"> <li>• Nutrition Intake form: Identifies forms for ICU and PCU, Verbalizes process.</li> </ul>			
<ul style="list-style-type: none"> <li>• NPO list</li> </ul>			
<b>RESTOCKS</b>			
<ul style="list-style-type: none"> <li>• Completes requisition for office supplies</li> </ul>			
<b>ADMISSION/TRANSFER/DISCHARGES</b>			
<ul style="list-style-type: none"> <li>• Labels and assembles admission charts</li> </ul>			
<ul style="list-style-type: none"> <li>• Labels and dates Interdisciplinary PLAN of CARE. Locates IPC book.</li> </ul>			
<ul style="list-style-type: none"> <li>• Changes patient's service correctly</li> </ul>			
<ul style="list-style-type: none"> <li>• Displays patient allergies in red on patients chart and proper forms</li> </ul>			
<ul style="list-style-type: none"> <li>• Dismantles charts and forwards all records (present and old) to the MR Department.</li> </ul>			
<ul style="list-style-type: none"> <li>• AMA Discharges (paperwork involved)</li> </ul>			
<ul style="list-style-type: none"> <li>• Out of building transfers: <ul style="list-style-type: none"> <li>➤ Photocopies chart (calling Medical Record during regular department hours)</li> <li>➤ Prints EMR during off shifts</li> <li>➤ Transport packets and arranges squad transport</li> <li>➤ Verbalizes procedure for aero medical transport</li> <li>➤ Coordinates transfer with receiving facility.</li> </ul> </li> </ul>			
<ul style="list-style-type: none"> <li>• Patient Expiration (paperwork/phones calls)</li> </ul>			
<b>PRE OPERATIVE CARE: Locates appropriate paperwork</b>			
<ul style="list-style-type: none"> <li>• Consent for Procedure &amp; Anesthesia</li> </ul>			
<ul style="list-style-type: none"> <li>• Identifies location of OR schedule</li> </ul>			
<b>INPATIENT PATIENTS UNDERGOING DIAGNOSTIC PROCEDURES, Locates associates paperwork</b>			
<ul style="list-style-type: none"> <li>• Moderate sedation forms- bedside procedures</li> </ul>			
<ul style="list-style-type: none"> <li>• Vascular Procedures- Packets- pre/post proced.</li> </ul>			

• Radiology Procedures- Pre procedural checklist.			
	Would Require Instruction/ Supervision	Demonstrated Independently Date/Init.	Comments Date/Init.
<b>DIALYSIS</b>			
• Assists staff to set up dialysis treatment with outside contractor. Identifies contact numbers			
• Processes charges for treatment electronically			
<b>Demonstrates appropriate process for the following:</b>			
• Code Cart Exchange Policy/ Process			
• Reporting issues related to Cerner system			
• Reporting issues related to Devices (electronic)			
• Report for staff-patient daily shift assignments			
• Print out unit census for tracking			
• Request for maintenance during business hours and off hour process			
• Wound V.A.C. - ordering & discontinuation			
• Ordering Specialty Beds			
• Follows procedure for reporting faulty equipment			
• Verbalizes Cerner downtime procedure and locates all downtime forms.			
• Accurately and appropriately removes patient care items using Par-Ex system.			
<b>AGE SPECIFIC PERFORMANCE EXPECTATIONS</b>			
<b>Adolescent: 16 and &gt; for ICU and PCU</b>			
• Demonstrates appropriate family/visitor interactions as role is not required to have patient contact.			
<b>Adult 18-64</b>			
• Demonstrates appropriate family/visitor interactions as role is not required to have patient contact.			
<b>Geriatric 65 years and above</b>			
• Demonstrates appropriate family/visitor interactions as role is not required to have patient contact.			
<b>MAINTAINS CHART</b>			
• Resheets physician orders and progress notes			
• Resheets nursing flow sheet (if paper is in use)			
• Files reports not electronically housed in EMR			
• Locates pre-printed orders and verbalizes how to transcribe orders from preprinted form.			
• Thins chart per procedure			
• Maintains chart in clean and organized manner			
• Flags and stamps telephone and verbal orders			
<b>TRANSCRIPTION OF ORDERS- accurate order entry</b>			
• Processes Lab orders			
• Processes Diagnostic Imaging orders			
• Processes orders for Rehabilitative Services			
• Processes diet orders including NPO for test			
• Processes nursing orders/patient care orders			
• Cancel/reorders or Cancel/dc orders upon transfer			
• Obtains labels for specimens, reprint if necessary			
• Identifies priority codes for ordering test in varies departments			
• Accurately enters information into PM conversations for transfers, discharges, consults and infection control			

	Would Require Instruction/ Supervision	Demonstrated Independently Date/Init.	Comments Date/Init.
<b>OTHER</b>			
<ul style="list-style-type: none"> <li>Follows procedure for retrieving blood products from laboratory and identifies appropriate paper work</li> </ul>			
<ul style="list-style-type: none"> <li>Operates time clock, understands use of payroll book</li> </ul>			
<ul style="list-style-type: none"> <li>Follows policy for suicide precautions</li> </ul>			
<ul style="list-style-type: none"> <li>Understands sitter responsibilities and form</li> </ul>			
<ul style="list-style-type: none"> <li>Identifies poison control number location</li> </ul>			
<ul style="list-style-type: none"> <li>Reviewed and can verbalize actions (individual role and unit role) in response to the following: <ul style="list-style-type: none"> <li>➤ Code Red</li> <li>➤ Code Blue</li> <li>➤ Code White</li> <li>➤ Code Pink</li> <li>➤ Code Amber</li> <li>➤ Code Yellow</li> <li>➤ Code Gray</li> <li>➤ Code Silver</li> <li>➤ Code Orange</li> <li>➤ Code Triage</li> <li>➤ Code Clear</li> <li>➤ Code Help</li> <li>➤ Rapid Rspone Team</li> <li>➤ Active Shooter Announcement</li> <li>➤ OB Emergency</li> </ul> </li> </ul>			
<ul style="list-style-type: none"> <li>Accesses Learning Suite, Identifies assignments to be completed.</li> </ul>			
<ul style="list-style-type: none"> <li>Prints educational transcript</li> </ul>			
<ul style="list-style-type: none"> <li>Able to complete assigned activities within allotted time frame.</li> </ul>			
<b>HUMAN RESOURCE/DEPARTMENT POLICIES</b>			
<ul style="list-style-type: none"> <li>Integration of Hospital and Department Mission into daily practice.</li> </ul>			
<ul style="list-style-type: none"> <li>Locates department's resources: (Policies and Procedures, Bulletin Board Notices and reference books &amp; materials)</li> </ul>			
<ul style="list-style-type: none"> <li>Reviewed Department Performance Improvement activities.</li> </ul>			
<ul style="list-style-type: none"> <li>Reviewed unit committees and unit representation on hospital committees</li> </ul>			
<ul style="list-style-type: none"> <li>Verbalizes understanding of department routine including break and meal times</li> </ul>			
<ul style="list-style-type: none"> <li>Verbalizes understanding of types of patients served.</li> </ul>			
<ul style="list-style-type: none"> <li>Verbalizes assigned parking area.</li> </ul>			
<ul style="list-style-type: none"> <li>Demonstrates ability to look up policies on line</li> </ul>			
<ul style="list-style-type: none"> <li>Verbalizes smoking policy.</li> </ul>			
<ul style="list-style-type: none"> <li>Verbalizes geographics of unit.</li> </ul>			
<p><b>Supervisor:</b> Your signature indicates you have reviewed orientation checklist items with employee. Please have employee sign, attach to employee's introductory evaluation and send completed checklist to Nursing Education.</p>			
_____	_____	_____	_____
Supervisor/Designee Signature	Date	Employee Signature	Date
<b>Continue below if role is both Monitor Tech and Secretary:</b>			

<b>Monitor Tech/Secretary Clinical Skill</b>	<b>Would Require Instruction/ Supervision</b>	<b>Demonstrated Independently Date/Init.</b>	<b>Comments Date/Init.</b>
<b>RHYTHM INTERPRETATION/MONITORING</b>			
<ul style="list-style-type: none"> <li>Programs central monitors accurately for new admissions.</li> </ul>			
<ul style="list-style-type: none"> <li>Maintains alarm volumes</li> </ul>			
<ul style="list-style-type: none"> <li>Maintains arrhythmia alarms, individualizes</li> </ul>			
<ul style="list-style-type: none"> <li>Posts rhythm strip in tele book every four hours</li> </ul>			
<ul style="list-style-type: none"> <li>Copies strips for PCU nursing staff and distributes every four hours.</li> </ul>			
<ul style="list-style-type: none"> <li>Monitors other parameters on central monitor for either PCU or ICU patient. (O2 sat,CVP, PA pressures, arterial pressures)</li> </ul>			
<ul style="list-style-type: none"> <li>Completes telemetry discontinuation sheet and faxes to 3 North</li> </ul>			
<ul style="list-style-type: none"> <li>Ensures adequate supplies of telemetry papers, batteries, telepouches and report sheets</li> </ul>			
Accurately and Consistently interprets six second strips: <ul style="list-style-type: none"> <li>Sinus Rhythms               <ul style="list-style-type: none"> <li>Normal</li> <li>Brady</li> <li>Tachy</li> <li>Sinus Arrhythmia</li> </ul> </li> </ul>			
Accurately and Consistently interprets six second strips: <ul style="list-style-type: none"> <li>Junctional Rhythms               <ul style="list-style-type: none"> <li>Accelerated</li> <li>Escape and JPC</li> </ul> </li> </ul>			
Accurately and Consistently interprets six second strips: <ul style="list-style-type: none"> <li>Atrial Family               <ul style="list-style-type: none"> <li>Fibrillation</li> <li>Flutter</li> <li>Supraventricular tachycardia</li> <li>PAC/Non-Conducted PAC, Aberrant PAC</li> </ul> </li> </ul>			
Accurately and Consistently interprets six second strips: <ul style="list-style-type: none"> <li>Ventricular Rhythms               <ul style="list-style-type: none"> <li>Fibrillation</li> <li>Tachycardia</li> <li>Escape and PVC</li> </ul> </li> </ul>			
Accurately and Consistently interprets six second strips: <ul style="list-style-type: none"> <li>Heart Block Rhythms               <ul style="list-style-type: none"> <li>1<sup>st</sup> degree heart block</li> <li>2<sup>nd</sup> degree heart block type I</li> <li>2<sup>nd</sup> degree heart block type II</li> <li>3<sup>rd</sup> degree heart block</li> <li>Asystole/ pauses</li> </ul> </li> </ul>			
Accurately and Consistently interprets six second strips: <ul style="list-style-type: none"> <li>Pacemaker Rhythms</li> </ul>			
<ul style="list-style-type: none"> <li>Able to use intercom to contact Med Surg units</li> </ul>			
<ul style="list-style-type: none"> <li>Able to set up and monitor patients via DASH</li> </ul>			
<ul style="list-style-type: none"> <li>Able to identify acceptable abbreviations regarding rhythms</li> </ul>			
<ul style="list-style-type: none"> <li>Communicates relevant information to RN, and/or physician concerning cardiac dysrhythmias and changes noted</li> </ul>			
<ul style="list-style-type: none"> <li>Communicates alteration in other parameters to RN and documents in tele book</li> </ul>			
<ul style="list-style-type: none"> <li>Review Monitor Tech specific policies both online and hard copy.</li> </ul>			

**For Monitor Tech section only:**

\_\_\_\_\_  
Supervisor/Designee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date