

Core /Basic Competencies

NAME: _____ **Title:** _____

| Core Competencies Medical/Surgical/Oncology/Rehab/Critical Care/Women's Svcs | Competency Validated | Needs Improvement | Before Indep. Assignment |
|---|---------------------------------|------------------------------|-------------------------------------|
| <i>NURSING PROCESS</i> | <i>Date Initials</i> | <i>Date Initials</i> | <i>Mandatory</i> |
| Admission history (sig. info, pertinent to discharge planning, initial screens for appropriate referrals to disciplines) | | | |
| Physical assessment (initial systems assessment, observes deviations from normal) | | | |
| Orients patients to room/care environment | | | |
| Initial plan of care (address patient specific, care plan individualized to meet needs based on assessment) | | | |
| Reassessment (accurate, frequency based on unit policy) | | | |
| Plan of care revision based on reassessment findings | | | |
| <i>ORDERS</i> | <i>Date Initials</i> | <i>Date Initials</i> | <i>Mandatory</i> |
| Telephone and verbal orders (correctly documents) | | | |
| Order transcription (accurate, appropriate forms, computer entries, notification of ancillary depts) | | | |
| <i>PATIENT SAFETY</i> | <i>Date Initials</i> | <i>Date Initials</i> | <i>Mandatory</i> |
| Assesses risks, implements reduction strategies, reports hazards | | | |
| <i>MEDICATION ADMINISTRATION</i> | <i>Date Initials</i> | <i>Date Initials</i> | <i>Mandatory</i> |
| 5 rights (consistently demonstrated) | | | |
| Controlled substances (managed according to P & P) | | | |
| IM, SQ, IV, orally, admin. using proper technique | | | |
| <i>DOCUMENTATION</i> | <i>Date Initials</i> | <i>Date Initials</i> | <i>Mandatory</i> |
| Patient care and response - per unit policies and procedures (accurate, timely, complete, legible, etc.) | | | |
| Meditech (compliance with security requirements, find reports, do look-ups, initiate) | | | |
| Forms (correctly uses and completes e.g, pre-op check lists) | | | |
| <i>CHAIN OF COMMAND</i> (initiates for appropriate situations) | | | |
| <i>FALL PREVENTION</i> | <i>Date Initials</i> | <i>Date Initials</i> | <i>Mandatory</i> |
| Assessment (accurately assesses patients for risk of falls) | | | |
| Fall prevention measures (initiated/maintained) | | | |
| <i>PATIENT EDUCATION</i> | <i>Date Initials</i> | <i>Date Initials</i> | <i>Mandatory</i> |
| Assesses and prioritizes pt. education needs | | | |
| Education (meets age-specific needs, helps pt. participate in care) | | | |
| <i>PAIN MANAGEMENT</i> | <i>Date Initials</i> | <i>Date Initials</i> | <i>Mandatory</i> |
| Assesses, responds to, and documents patient's pain | | | |
| Interventions taken when patient's pain is not relieved | | | |
| PCA (set-up, regulate and document) | | | |
| <i>INFECTION CONTROL</i> | <i>Date Initials</i> | <i>Date Initials</i> | <i>Mandatory</i> |
| Practices good infection control to prevent cross contamination e.g. hand washing, standard precautions) | | | |
| PPE (Uses personal protective equipment when appropriate.) | | | |
| <i>RESPIRATORY CARE</i> | <i>Date Initials</i> | <i>Date Initials</i> | <i>Mandatory</i> |
| Oxygen therapy – correctly sets-up, observes precautions | | | |
| Pulse oximetry – correctly utilizes, obtains accurate readings | | | |
| <i>ROLE IN CARDIO-PULMONARY ARREST</i> | <i>Date Initials</i> | <i>Date Initials</i> | <i>Mandatory</i> |
| Responds appropriate cardio-pulmonary arrest, able to initiate CPR and initially direct staff for cart, oxygen, suction) | | | |
| Assists in code (documentation, supplies) | | | |
| Crash Cart (familiar with operation and contents) | | | |
| <i>SKIN and WOUND CARE</i> | <i>Date Initials</i> | <i>Date Initials</i> | <i>Mandatory</i> |
| Assess/prevention strategies (identifies pts. at risk of skin breakdown and implements appropriate prevention strategies according to policy/procedure) | | | |
| <i>IV THERAPY</i> | <i>Date Initials</i> | <i>Date Initials</i> | <i>Before Assigned</i> |
| IV Insertion (venipuncture technique) | | | |
| IV dressing/tubing changes | | | |
| Heparin/saline lock maintenance | | | |
| IV pump (set-up, secondary, clears shift totals) | | | |
| <i>BLOOD PRODUCTS ADMINISTRATION</i> | <i>Date Initials</i> | <i>Date Initials</i> | <i>Before Assigned</i> |
| Orders/obtains from Blood Bank, obtains consent | | | |
| Bedside verification | | | |
| Monitors patient | | | |
| Documentation | | | |

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|--|----------------------|----------------------|------------------------|
| PATIENT DISCHARGE/TRANSFER | <i>Date Initials</i> | <i>Date Initials</i> | <i>Before Assigned</i> |
| Intra-facility – follows documentation guidelines | | | |
| Inter-facility – documentation, follows EMTALA guidelines | | | |
| PRE-OPERATIVE/PROCEDURE CARE (e.g., sedation analg. invasive or operative procedures) | | | |
| Physically and emotionally prepare patient for procedure | | | |
| Education (provides appropriate pre-procedure education) | | | |
| Paperwork (consent and pre-procedure/operative paperwork) | | | |
| POST-OPERATIVE/PROCEDURE CARE | <i>Date Initials</i> | <i>Date Initials</i> | <i>Before Assigned</i> |
| Assessment (upon return from procedure per protocol) | | | |
| Reassessment (IDs and acts on post procedure complications) | | | |
| Education (post procedure education provided) | | | |
| Pain management (manages post-procedure pain) | | | |
| Documentation (accurately completes post-procedure doc.) | | | |
| RESTRAINT MANAGEMENT | <i>Date Initials</i> | <i>Date Initials</i> | <i>Before Assigned</i> |
| Assessments, monitors, alternatives, orders per policy | | | |
| PRESSURE ULCERS/WOUND CARE | <i>Date Initials</i> | <i>Date Initials</i> | <i>Before Assigned</i> |
| Assesses, IDs, prevention strategies | | | |
| SPECIMEN COLLECTION | <i>Date Initials</i> | <i>Date Initials</i> | <i>Before Assigned</i> |
| Prepares site, collection technique & device, labels and transports Appropriately | | | |
| TUBE FEEDINGS | <i>Date Initials</i> | <i>Date Initials</i> | <i>Before Assigned</i> |
| Inserts tubes correctly, assesses placement, monitors, pump | | | |
| BASIC OSTOMY CARE | <i>Date Initials</i> | <i>Date Initials</i> | <i>Before Assigned</i> |
| Site assessment, irrigation, site skin care, documentation | | | |
| CHEST TUBE MANAGEMENT | <i>Date Initials</i> | <i>Date Initials</i> | <i>Before Assigned</i> |
| Assesses breath sounds, equip. management, site assessment, patient management, documentation. | | | |
| POST MORTEM CARE | <i>Date Initials</i> | <i>Date Initials</i> | <i>Before Assigned</i> |
| Notifications, provides support to SO, prep. of body, doc. | | | |
| ELIMINATION CARE | <i>Date Initials</i> | <i>Date Initials</i> | <i>Before Assigned</i> |
| Enemas, urinary catheterizations, collection devices | | | |

| INITIALS | SIGNATURE | INITIALS | SIGNATURE |
|-----------------|------------------|-----------------|------------------|
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Please return to Healthcare Staffing when completed.

**HealthCare Staffing
5072 Clark Howell Highway
Atlanta, GA 30349**

FAX: 770-991-1557