

Wise Medical Staffing, Inc.

Core Competency Skills Checklist

Must be completed by previous or current Supervisor or Manager

Name _____ Date _____

Levels of Proficiency

A = Perform Well (at least one year experience with in the last year)

B = Limited Experience (6 Months to one year within the last two years)

C = Perform Infrequently (less than three months within the last two years)

D = No experience

(1) Provides direct patient care

(a) Able to prioritize patients according to severity of condition. _____

(b) Performs and documents patient assessment according to standards _____

(c) Identifies patient needs during nursing assessment process.

(1) Reports pertinent findings to physician, supervisor and oncoming shift accurately and in a timely manner _____

(2) Notes changes in patient condition promptly and reports to designated physician _____

(d) Performs and documents skilled nursing interventions to provide total patient care.

(1) Adheres to all policies and procedures. _____

(2) Operates and uses all equipment appropriate within guidelines _____

(3) Administers medications timely and accurately according to facility policies. _____

(4) Performs diagnostic tests as assigned _____

(5) Cares for patients with restraints following facility policy _____

(e) Assisting physicians and other personnel with patient's examinations, tests and treatments.

(1) Demonstrates technical competence with procedures _____

(2) Anticipate all needs and prepare accordingly _____

(f) Provides basic patient/family teaching.

(1) Assesses and identifies patient learning needs _____

(2) Utilizes basic patient/family teaching skills _____

(3) Documents all teaching activities and comprehension _____

- (2) Documents pertinent information in concise manner appropriate to facility standards.
 - (a) Documentation is legible, accurate, timely, and complete and complies with facility standards with attention to legal nursing practice. _____
 - (b) Documentation is accurate and includes all nursing intervention. _____

- (3) Responds quickly and effectively to emergency situations.
 - (a) Responds effectively to facility procedures for Code 10, fire, and both internal and external disasters _____
 - (b) Willingly responds to requests for additional personnel in emergency situations _____
 - (c) Participates in disaster drills when called. _____
- (4) Maintains a safe and therapeutic environment for patient safety.
 - (a) Knowledgeable of safety hazards and follows facility protocols. _____

- (5) Maintain patient's rights and confidentiality of information.
 - (a) Maintains patient privacy _____
 - (b) Assures patient is informed of all rights according to treatments and Physician choice _____
 - (c) Complies with hospital policies regarding confidentiality and release of information. _____

 - (d) Serves as patient advocate providing privacy _____

- (6) Participates in ongoing educational activities.
 - (a) Attend in services as required per facility. _____
 - (b) Reviews and complies with all nursing department policies and procedures per facility _____
 - (b) Keeps all required certifications up to date and accurate. _____

- (7) Cooperates with fellow personnel to achieve department objectives.
 - (a) Accepts assigned work hour/shifts as scheduled. _____
 - (b) Demonstrates cooperation at all times. _____
 - (c) Completes assignments in a timely, accurate manner _____

- (8) Maintains established policies, procedures, quality assurance, environmental, infection and hazardous material control.
 - (a) Performs equipment checks each day as assigned _____
 - (b) Narcotic counts are completed and signed off according to facility procedure prior to end of shift. _____
 - (c) Maintains a safe environment for staff, patients and visitors by performing all duties by standards set in hospital policy and procedure manuals _____
 - (d) Attends all unit conferences as required per facility. _____

Department Head / Designee

Date

Employee Signature

Date