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