

HOME CARE NURSING TECHNICIAN COMPETENCY PROFILE

Name:	Date of hire:
Title:	Employee number:
License number:	Evaluation date:
License renewal date:	Center assigned:
BLS renewal date (every two years)*:	Hospital nursing CBO completed: Yes / No Date:
ACLS renewal date (if applicable):	Specialty certification (if applicable): Expiration date:
Other:	Unit specific competency testing score:

Key for met/not met categories and self-needs assessment:

1. Able to perform independently
2. Able to perform after review of information
3. Able to perform with assistance only
4. Unable to perform

Time frame:

3 months = 3m
 6 months = 6m
 1 year = 1 yr

* = Annual evaluation required

Task/Behavior	References: A. Review policy/procedure B. Manufacturer's manual C. Video review D. Skills lab E. Written test F. Self-study packet G. Direct observation	A	B	C	D	E	F	G	Date	Instructor Initials	Time Frame	Met	Not met	Self-needs Assessment
A. DEPARTMENT OVERVIEW														
Tour of <i>(PACE program)</i>	Guided tour										3m			
"PACE" training	PACE manual, P&P manual, Preceptor orientation										3m			
Dress code	Policy #										3m			
Time sheet, Sign in/out	Policy #										3m			
Beeper paging	Preceptor orientation										3m			
On-call system	Policy & procedure section #													
Location of manuals	Guided tour										3m			
Department meetings (staff, in-service)	Clinical ladder manual										3m			
End of month documentation	Preceptor orientation										3m			
B. DEPARTMENT SAFETY PROCEDURES														
Annual mandatory safety training (includes corporate compliance)*	Safety training manual and video										3m			
Review of emergency procedures and equipment, both medical and non-medical (below)*											3m			
Fire safety procedure*	Disaster manual, P&P										3m			
Disaster plan, evacuation plan*	Disaster manual, P&P										3m			
Location of safety manuals*	Unit tour										3m			
MSDS notebook-agents used*	Hazardous materials manual										3m			
Hazardous waste precautions*	Hazardous materials manual										3m			
CPR/basic life support (every 2 years)*	Policy #										6m			
Body mechanics	PT program										3m			
Emergency equipment*, "911" system, vial of life	Policy & procedure section #										3m			
Use of restraints*	Policy #										3m			
Fall precautions, participant safety*	Nursing P&P										3m			
C. INFECTION CONTROL														
Hand washing	Policy #										3m			
Standard precautions*	Policy #										3m			
Disposal of infectious waste	Policy #										3m			
Transport of blood/body fluids	Policy #, unit learning resources										3m			
TB control, fit check	Policy #										3m			

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Immunizations ♦ PPD yearly (mandatory)* ♦ Flu vaccination	Policy #										3m			
Use of personal protective equipment (PPE)	Policy #										3m			
D. RESOURCE MANAGEMENT														
Tour of supply room(s) & stor- age areas	Guided tour										3m			
E. RESPIRATORY MANAGEMENT														
Supplemental O2 therapies*	Manual										3m			
Operation of oxygen equip- ment, tank, regulator*	Unit learning resources										3m			
Oxygen safety	Unit learning resources										3m			
F. NUTRITIONAL MANAGEMENT														
Enteral Tubes (gastrostomy tubes), dressing care	Manual										3m			
Oral feedings	Unit learning resources										3m			
G. ELIMINATION MANAGEMENT														
Intermittent/indwelling catheter (male & female)	Policy #										3m			
Oral feedings	Policy #										3m			
H. USE OF EQUIPMENT														
Humidifier	Direct observation,skills lab										3m			
Manual BP cuffs	Direct observation,skills lab										3m			
Thermometers	Direct observation,skills lab										3m			
Lift scales	Direct observation,skills lab										3m			
Hospital bed/side rails	Direct observation,skills lab										3m			
Standing scales	Direct observation,skills lab										3m			
Feeding pump operation	Direct observation,skills lab										3m			
Wheelchairs & walkers	Direct observation,skills lab										3m			
Splints (hand, AFOs)	Direct observation,skills lab										3m			
Bath chair/shower chair	Direct observation,skills lab										3m			
Stethoscope	Direct observation,skills lab										3m			
Hoyer lift	P&P manual, section #										3m			
Transfer bench	Direct observation,skills lab										3m			
Trapeze bar	Direct observation,skills lab										3m			
Pressure relief devices/mat- tresses	Direct observation,skills lab										3m			
Sliding board	Direct observation,skills lab										3m			

Core
Resource
Set for
PACE

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I. CARE OF PARTICIPANTS														
Airway management	P&P manual, section #										3m			
Health care wishes	P&P manual, section #										3m			
♦ Vial of life	P&P manual, section #										3m			
♦ "911" system	P&P manual, section #										3m			
♦ Emergency plan of care	P&P manual, section #										3m			
Emergency intervention	Mock codes, situation analysis										6m			
♦ Cardiopulmonary arrest*	Policy #										6m			
J. PARTICIPANT SPECIFIC COMPETENCIES														
♦ Age specific*	Self-study module										3m			
♦ Cultural diversity*	Self-study module										3m			
♦ Latex allergy*	Self-study module										3m			
Review of participants' rights*	P&P manual, mandatory in-service training										3m			
K. MANAGEMENT OF INFORMATION														
Home care nursing technician documentation	Medical record manual										3m			
Reporting of significant observations to home care coordinator, RN	Direct observation, preceptor										3m			
Participant confidentiality*	Policy #, P&P manual										3m			
Review of marketing policy to include prohibited marketing practices*	P&P manual, mandatory in-service										3m			
L. UNIT SPECIFIC														
Basic skills	Direct observation, skills lab										3m			
♦ Bathing	Direct observation, skills lab										3m			
♦ Oral hygiene	Direct observation, skills lab										3m			
♦ Skin care, monitoring	Direct observation, skills lab										3m			
♦ Nail care/hands & feet	Direct observation, skills lab										3m			
♦ Urinal	Direct observation, skills lab										3m			
♦ Bedpan	Direct observation, skills lab										3m			
♦ Bedmaking-occupied bed	Direct observation, skills lab										3m			
♦ Dressing reinforcement	Direct observation, skills lab										3m			
♦ Range of motion exercises	Direct observation, skills lab										3m			
♦ Ambulation	Direct observation, skills lab										3m			
♦ Positioning/body alignment	Direct observation, skills lab										3m			

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		B		Initials	Frame		met	Assessment
		C						
		D						
		E						
		F						
		G						
♦ Transfer	Direct observation, skills lab				3m			
♦ Special support stockings	Direct observation, skills lab				3m			
♦ Vital signs monitoring	Direct observation, skills lab				3m			
Seizure safety	Direct observation, skills lab				6m			
♦ Ostomy/fistula care	Direct observation, skills lab				6m			
Advanced skills	Direct observation, skills lab				3m			
♦ Sterile, clean dressing change	Direct observation, skills lab				3m			
♦ Dressing wafer to non-infected wound	Direct observation, skills lab				3m			
♦ Bolus tube feeding	Direct observation, skills lab				3m			
♦ Fleets enema	Direct observation, skills lab				3m			
M. QUALITY IMPROVEMENT								
Standard precautions monitor	Policy #				3m			
QI committee	Site QI meeting minutes				3m			

Date competency profile completed: _____

Action plan initiated: Yes No
(If yes, please add action plan to competency profile.)

I understand that it is my responsibility to notify my immediate supervisor if at any time I am unable to perform the basic competencies required to practice in my assigned clinical area.

Employee signature: _____

Preceptor signature: _____

(Attach the competency profile action plan here.)