

LICENSED PRACTICAL NURSE COMPETENCY PROFILE

Name:	Date of hire:
Title:	Employee number:
Driver's license number:	Evaluation date:
Driver's license renewal date:	Specialty certification (if applicable) Expiration date:
Other:	

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			
Clock-in/out or sign in/out	Policy #										3m			
Beeper paging	Preceptor orientation										3m			
Telephone & intercom system	Tour, policy #										3m			
Location of manuals	Guided tour										3m			
PACE training	PACE manual, P&P manual, preceptor orientation										3m			
Log books ♦ Grievance log ♦ Emergency equipment log ♦ Maintenance log	Guided tour, 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*														
♦ Fire safety procedure*	Disaster manual, P&P										3m			
♦ Disaster plan, evacuation plan*	Disaster manual, P&P										3m			
♦ Location of safety manuals*	Guided tour										3m			
♦ Hazardous waste precautions*	Hazardous materials manual										3m			
♦ Body mechanics*	PT program										3m			
♦ CPR/basic life support (every 2 years)*	Policy #										6m			
♦ "911" system, emergency drug box*	Policy #, preceptor										3m			
Use of restraints*	Policy #, restraint P&P										3m			
MSDS notebook-agents used*	Hazardous materials manual										3m			
Secure guard system	Manufacturer's instructions, preceptor										3m			
Fall precautions/participant safety*	Nursing P&P										3m			
C. INFECTION CONTROL														
Handwashing	Policy #										3m			
Standard precautions*	Policy #										3m			

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Disposal of infectious waste	Policy #										3m			
Immunizations ♦ PPD yearly (mandatory)* ♦ Flu vaccination (counseling)	Policy #										3m			
Location and use of personal protective equipment (PPE)*	Safety training manual & video										3m			
Toilet liners	Manufacturer's instructions, preceptor										3m			
D. RESOURCE MANAGEMENT														
Tour of supply room(s)	Guided tour										3m			
Ordering of supplies	Preceptor										3m			
♦ Requisition											3m			
Medication administration	Policy #										3m			
Pharmacy orders	P&P manual, section #										3m			
Narcotics responsibility	P&P manual, section #										3m			
E. ASSESSMENT OF PARTICIPANTS														
Intake and enrollment policies & procedures	P&P manual, section #										3m			
Assists with admission process-assessment (health history)	Medical records manual, section #, preceptor										3m			
Disenrollment criteria	P&P manual										3m			
F. PHYSICAL ASSESSMENT DATA														
Identifies both normal and abnormal findings and reports them to RN	Unit learning resources, preceptor										3m			
G. RESPIRATORY MANAGEMENT														
SpO ₂ monitoring (pulse oximetry)	Policy # and direct observation										3m			
Operation of oxygen equipment, tank, regulator & O ₂ concentrator*	Policy #										3m			
Tracheostomy care	Policy #										3m			
Suctioning (oral, tracheal, nasotracheal, endotracheal)*	Policy # and manufacturer's manual										3m			
H. NUTRITIONAL MANAGEMENT														
Nasogastric tubes	Policy #										3m			
Enteral tubes (gastrostomy tubes, PEG's)	P&P manual										3m			
Continuous/bolus feedings, kangaroo pumps	P&P manual, manufacturer's manual										3m			
Oral feedings	P&P manual										3m			

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I. ELIMINATION MANAGEMENT														
Intermittent/indwelling catheter (male and female)	P&P manual										3m			
Suprapubic catheter	P&P manual										3m			
Condom catheter	P&P manual										3m			
Large volume enemas	P&P manual										3m			
Small volume enemas	P&P manual										3m			
Incontinent care	Policy #										3m			
J. USE OF EQUIPMENT														
Suction devices	P&P manual										3m			
Infusion pumps	Manufacturer's manual										3m			
BP cuff	P&P manual										3m			
Auto-cuffs (Dinemapp machine)	P&P manual										3m			
Thermometers/IVACs	P&P manual										3m			
Doppler	P&P manual										3m			
Lift scales	P&P manual										3m			
Standing scales	P&P manual										3m			
Pressure relieving devices	P&P manual										3m			
Glucometer use and calibration	P&P manual										3m			
Centrifuge	P&P manual										3m			
Nebulizer	P&P manual										3m			
Wheelchairs	P&P manual										3m			
Splints (hand, AFOs)	P&P manual										3m			
Ice packs	P&P manual										3m			
K. CARE OF PARTICIPANTS														
Airway management	P&P manual										3m			
IV therapy	P&P manual										3m			
♦ Venous (peripheral)	P&P manual										3m			
♦ Venipuncture	P&P manual										3m			
Immunization administration	P&P manual										3m			
Emergency intervention	Mock codes										6m			
Specimen collection	P&P manual										3m			
Lab procedures	Lab manual										3m			
Ostomy	P&P manual										3m			
Death and dying (including post mortem management)	Policy #										6m			

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L. PATIENT SPECIFIC COMPETENCIES														
♦ Age specific*	Self-study module										3m			
♦ Latex allergy information*	Self-study module										3m			
♦ Cultural sensitivity/diversity*	Self-study module										3m			
M. MANAGEMENT OF INFORMATION														
Unit nursing documentation	Medical records manual										3m			
Patient confidentiality*	Policy #, P&P manual										3m			
Review of participants' rights*	P&P manual, mandatory in-service training										3m			
Review of marketing policy to include prohibited marketing practices*	P&P manual, mandatory in-service training										3m			
N. QUALITY IMPROVEMENT														
Quality control checks											3m			
♦ Emergency equipment checks	Policy #										3m			
♦ Refrigerator checks	P&P manual										3m			
QI committee	Meeting minutes										3m			
Serious occurrence reporting Incident reporting Adverse drug reaction reporting	Policy #										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.)