

## NURSE PRACTITIONER COMPETENCY PROFILE

Name:	Date of hire:
Title:	Employee number:
License number:	Evaluation date:
License renewal date:	Specialty certification: Expiration date:
BLS renewal date:	Hospital Nursing CBO completed: yes/no Date:
Other:	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
<b>A. DEPARTMENT OVERVIEW</b>														
Tour of <i>(PACE program)</i>	Guided tour										3m			
"PACE" training	PACE manual, P&P manual, preceptor orientation										3m			
Dress code	Policy #										3m			
Sign in/out	Policy #										3m			
Beeper paging	Preceptor orientation										3m			
Telephone & intercom system	Tour, policy #										3m			
Location of manuals	Guided tour										3m			
Log books	Guided tour										3m			
Department meetings (staff, in-service)	Preceptor, center manager										3m			
Unit nurse practitioner protocols	<u>Griffith's 5 Minute Clinical Consult</u>										3m			
Current APN certification	<i>(State)</i> board of nursing mandates										3m			
Current prescriptive authority	<i>(State)</i> board of nursing mandates										3m			
Recognition by <i>(State)</i> board of labor and licensing	<i>(State)</i> board of nursing mandates										3m			
<b>B. DEPARTMENT SAFETY PROCEDURES</b>														
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			
♦ MSDS notebook-agents used*	Hazardous materials manual										3m			
♦ Hazardous waste precautions*	Hazardous materials manual										3m			
♦ Body mechanics*	PT program										3m			
♦ Emergency procedures-"911" system	P&P manual, preceptor orientation										3m			
♦ Use of restraints*	Policy #, restraint P&P										3m			
♦ CPR/basic life support (every 2 years)	Policy #										3m			
Fall precautions/participant safety*	Nursing P&P										3m			
Secure guard system	Preceptor, center manager										3m			

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<b>C. INFECTION CONTROL</b>														
Handwashing	Policy #										3m			
Standard precautions*	Policy #										3m			
Disposal of infectious waste	Policy #										3m			
Immunizations ♦ PPD yearly (mandatory)* ♦ Flu vaccination (counseling)	Policy #										3m			
Transport of blood/body fluids	Policy #										3m			
Location and use of personal protective equipment (PPE)*	Safety training manual & video										3m			
Toilet liners	Product instructions										3m			
<b>D. RESOURCE MANAGEMENT</b>														
Tour of supply room(s)	Guided tour										3m			
Pharmacy orders	Medication dispensing										3m			
♦ Monthly cycle fill medications	(State) board of pharmacy guidelines										3m			
♦ Over the counter medications	(State) board of pharmacy guidelines										3m			
♦ Dispensing of floor stock medications	(State) board of pharmacy guidelines										3m			
<b>E. ASSESSMENT OF PARTICIPANTS</b>														
Intake and enrollment policies	P&P manual										3m			
Medical evaluation form	Medical records manual										3m			
Disenrollment policy	P&P manual										3m			
Management of episodic illness	P&P manual										3m			
Clinic visits (well care)	P&P manual										3m			
<b>F. PHYSICAL ASSESSMENT DATA</b>														
Weight	Griffith's 5 Minute Clinical Consult										3m			
Height	Griffith's 5 Minute Clinical Consult										3m			
Vital signs	Griffith's 5 Minute Clinical Consult										3m			
Visual acuity	Griffith's 5 Minute Clinical Consult										3m			
Hearing screen	Griffith's 5 Minute Clinical Consult										3m			
Problem focused exam	Griffith's 5 Minute Clinical Consult										3m			

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<b>G. RESPIRATORY MANAGEMENT</b>														
Supplemental O2 therapies*	P&P manual										3m			
SpO2 monitoring (pulse oximetry)	P&P manual										3m			
Operation of oxygen equipment/tank/regulator	P&P manual										3m			
Suctioning (oral, tracheal, nasotracheal, endotracheal)*	P&P manual, manufacturer's manual										3m			
<b>H. NUTRITIONAL MANAGEMENT</b>														
Enteral tubes (gastrostomy tubes, gastrostomy buttons)	P&P manual										3m			
Continuous/bolus feedings	P&P manual										3m			
Oral feedings	P&P manual										3m			
Nasogastric tubes	P&P manual										3m			
<b>I. ELIMINATION MANAGEMENT</b>														
Intermittent/indwelling catheter (male and female)	P&P manual										3m			
Small volume enemas	P&P manual										3m			
Large volume enemas	P&P manual										3m			
Incontinent care	Policy #, skin care resource book										3m			
<b>J. USE OF EQUIPMENT</b>														
Equipment manual, situational analysis, unit learning resources														
Suction devices	P&P manual										3m			
Infusion pumps	Manufacturer's manual										3m			
Otoscope/ophthalmoscope	P&P manual										3m			
Auto-cuffs (dinemapp machine)	P&P manual										3m			
Thermometers/IVACs	P&P manual										3m			
Lift scales (hoyer/maxi lift)	P&P manual										3m			
Standing scales	P&P manual										3m			
Nebulizer	Policy #										3m			
Feeding pump	Manufacturer's manual										3m			
Splints (hand, AFOs)	P&P manual										3m			
<b>K. CARE OF PARTICIPANTS</b>														
Operation of EKG machine	Manufacturer's manual										3m			
Airway management	P&P manual										3m			
IV therapy	Policy #										3m			
♦ Venous (peripheral/central)	Policy #										3m			

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♦ Venipuncture	Policy #										3m			
♦ IVADs	Policy #										3m			
♦ PICCs	Policy #										6m			
Emergency intervention	Mock codes, situation analysis										6m			
Specimen collection	P&P manual										3m			
Lab procedures	Lab manual										3m			
Ostomy/fistula care	P&P manual										3m			
Death and dying (including post mortem management)	Policy #										6m			
Wheelchair	Manufacturer's manual										3m			
<b>L. PARTICIPANT SPECIFIC COMPETENCIES</b>														
Age specific*	Self-study module										3m			
Latex allergy information*	Self-study module										3m			
Cultural sensitivity/diversity*	Self-study module										3m			
<b>M. MANAGEMENT OF INFORMATION</b>														
Unit nursing documentation	Medical records manual										3m			
Participant 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										3m			
Informed consent	Policy #										3m			
Death notification	Policy #										3m			
Family	Policy #										3m			
Physician	Policy #										3m			
Coroner	Policy #										3m			
SCOPA	Policy #										3m			
Medical documentation	Medical records manual										3m			
Medical orders	Medical records manual										3m			
Documentation of pharmaceutical management	Medical records manual										3m			
Authorization of services	Medical records manual										3m			

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<b>N. UNIT SPECIFIC</b>														
Immunization administration	P&P manual										3m			
Seizure precautions/management	P&P manual										3m			
Ear irrigation	P&P manual										3m			
Vision screening	Griffith's Five Minute Manual										3m			
<b>O. QUALITY IMPROVEMENT</b>														
Quality control checks	P&P manuals										3m			
♦ Emergency equipment checks	P&P manuals										3m			
♦ Refrigerator checks	P&P manuals										3m			
♦ Chart review	P&P manuals										3m			
♦ Glucometer and other CLIA-wavered equipment testing	Direct observation										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.)*