

REGISTERED NURSE COMPETENCY PROFILE

Name:	Date of hire:
Title:	Employee number:
License number:	Evaluation date:
License renewal date:	Hospital nursing CBO completed: yes/no Date:
BLS renewal date (every 2 years):	Specialty certification (if applicable): Expiration date:
ACLS renewal date (if applicable):	Competency testing score:
Other renewal date (if applicable):	
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 Assess- ment
A. DEPARTMENT OVERVIEW								
Tour of (PACE program)	Guided tour	G			3m			
PACE training	PACE manual, P&P manual, preceptor orientation	A			3m			
Dress code	Policy #	A,G			3m			
Clock in/out, sign in/out	Policy #	A,G			3m			
Beeper paging	Direct observation	A,G			3m			
Telephone & intercom system	Policy #	A,G			3m			
Location of manuals	Guided tour	G			3m			
Department meetings (staff, in-service)	Clinical ladder manual	A,G			3m			
Log books 1. Grievance log 2. Emergency equipment log 3. Glucometer log 4. Maintenance log	Guided tour	G G G G			3m			
Standards of practice	ANA Standards and Scope of Gerontological Nursing Practice	A			3m			
B. DEPARTMENT SAFETY AND EMERGENCY (MEDICAL AND NON MEDICAL) PROCEDURES								
Annual mandatory safety training*	Safety training manual & video	A,C, E			3m			
Fire safety procedure*	Disaster manual, P&P manual, fire drill participation	A,C, E,G			3m			
Review of all emergency equipment*	Safety training manual & video, manufacturer's manuals	A,B, C,D, E,G			3m			
Disaster plan, evacuation plan*	P&P and disaster manuals	"			3m			
Location of safety manuals*	Guided tour	G			3m			
MSDS notebook-agents used*	Hazardous materials manual	A,G			3m			
Hazardous waste precautions*	Hazardous materials manual, safety training manual & video	A,C, E			3m			
Body mechanics*	PT program, safety training manual & video, <u>Nursing Procedures, 3rd Edition (NP) p. 60</u>	A,C, D,E, G			3m			
CPR/basic life support (every 2 years)*	Policy #	A,D, G			3m			
"911" system, emergency drug box*	Preceptor, guided tour	G			3m			

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Use of restraints* ♦ Lap buddy ♦ Y-strap ♦ Wrist restraints ♦ Hand mittens ♦ Other types of restraints	Policy #, restraint P&P, "Respect and non-discrimi- nation", annual mandatory in-service	A,G			3m			
Fall precautions, participant safety	Nursing P&P	A,G			3m			
C. INFECTION CONTROL								
Handwashing	Policy #	A,G			3m			
Standard precautions*	Policy #, safety training manual & video	A,C, E,G			3m			
Disposal of infectious waste	Policy #	A,G			6m			
Isolation protocols	Infection control manual	A,G			6m			
TB control, fit check	Policy #	A,G			6m			
Immunizations (PPD yearly)	Policy #	A,G			3m			
Location and use of personal pro- tective equipment (PPE)*	Safety training manual & video, guided tour	A,C, G			3m			
D. RESOURCE MANAGEMENT								
Tour of supply room(s), cabinets	Guided tour	G			3m			
Ordering supplies ♦ Requisition	Preceptor, direct observa- tion	G			3m			
E. ASSESSMENT OF PARTICIPANTS								
Admission criteria	Manual section #	A			3m			
Admission process-assessment (health history/physical assess- ment)	Medical records manual	A,G			3m			
Transfer, intraprogram: receiving	P&P manual	A,G			3m			
Transfer, intraprogram: sending	P&P manual	A,G			3m			
Disenrollment criteria	P&P manual	A			3m			
Baseline assessment (beginning of shift)	Charting tools, policy #	A,G			3m			
Assessment re-evaluation	Medical records and P&P manual	A,G			3m			
PACE assessment	P&P manual	A,G			3m			
Physical assessment data	Policy #	A,G			3m			
♦ Neurological	Policy #	A,G			3m			
♦ Behavior	Policy #	A,G			3m			
♦ Respiratory	Policy #	A,G			3m			
♦ Cardiovascular	Policy #	A,G			3m			
♦ Integumentary and altered skin conditions	Policy #	A,G			3m			
♦ Gastrointestinal	Policy #	A,G			3m			

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♦ Renal, urinary	Policy #	A,G			3m			
♦ Reproductive (date of last PAP, mammogram through age 70)	Policy #	A,G			3m			
♦ Identifies both normal and abnormal findings, including changes in the elderly	Policy #	A,G			3m			
Gastric suctioning	Policy #	A,G			3m			
F. USE OF EQUIPMENT								
Suction devices*	Equipment manuals, situational analysis, unit learning resources	A,B ,G			3m			
Infusion pumps	"	"			3m			
Auto-cuffs (Dinemapp machine)	"	"			3m			
Thermometers, IVACs	"	"			3m			
BP cuff	"	"			3m			
Pulse oximeter	"	"						
Doppler	"	"			3m			
Foot pump	"	"			3m			
Pacemaker check	"	"			3m			
Pressure relieving devices	"	"						
Glucometer*	"	"			3m			
Urine test strips*	"	"			3m			
Hemocult testing*	"	"			3m			
EKG machine	"	"			3m			
Kangaroo pump	"	"			3m			
Centrifuge	"	"			3m			
Multipodus splints	"	"			3m			
Ice packs	"	"			3m			
Waffle boot	"	"			3m			
Waffle wheelchair, head cushion	"	"			3m			
Hoyer, maxi lift	"	"			3m			
Wheelchair	"	"			3m			
Scales	"	"			3m			
Secure guard system	"	"			3m			
Otoscope	"	"			3m			
Ophthalmoscope	"	"			3m			
Sterilizer	"	"			3m			
Toilet liners	Product instructions	G			3m			

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G. CARE OF PARTICIPANTS								
Airway management	P&P manual	A,G			3m			
Pain management	Situation analysis	A,G			3m			
Epidural management	Policy #	A,G			1yr			
IV therapy	Policy #	A,G			3m			
Venipuncture	Policy #	A,G			3m			
IVADs*	Policy #	A,G			6m			
PICCs	Policy #	A,G			6m			
TPN/PPN	Policy #	A,G			6m			
Emergency intervention	Situation analysis	A,G			6m			
Cardiopulmonary arrest*	Policy #	A,G			6m			
Specimen collection	Policy #	A,G			3m			
Removal of sutures, staples	P&P manual	A,G			3m			
Drains (JP's, hemovac, lumbar)	P&P manual	A,G			3m			
Ostomy, fistula care	P&P manual	A,G			3m			
Pressure ulcers	Policy #	A,G			3m			
Eye care	Policy #	A,G			1yr			
Death and dying (including post mortem management)	Policy #	A,G			6m			
Medication administration	Policy #, ASCP video, Med pass observation	A,C,G			3m			
Narcotics responsibility	P&P manual	A,G			3m			
Respiratory Management								
Supplemental O ₂ therapies	P&P manual	A,G			3m			
Operation of oxygen equipment, including O ₂ concentrator*	P&P manual	A,G			3m			
Tracheostomy care	P&P manual	A,G			3m			
Nebulizer	Policy #	A,G			3m			
Suctioning (oral, tracheal, nasotracheal)*	P&P manual	A,G			3m			
Nutritional Management								
Nasogastric tubes	Policy #	A,G			3m			
Enteral tubes (gastrostomy tubes, PEGs, caluso tubes)	P&P manual	A,G			3m			
Continuous feedings, bolus feedings, kangaroo pump	P&P manual, equipment manual	A,B,G			3m			
Elimination Management								
Intermittent/indwelling catheter (male and female)	Policy #	A,G			3m			
Nephrotomy tube	P&P manual	A,G			1yr			

Core
Resource
Set for
PACE

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Intraperitoneal catheter	Policy #	A,G			1yr			
Suprapubic catheter	Policy #	A,G			1yr			
Condom catheter	Policy #	A,G			3m			
Continuous bladder irrigation	Policy #	A,G			1yr			
Intermittent bladder irrigation	Policy #	A,G			1yr			
Large volume enemas	Policy #	A,G			3m			
Small volume enemas	Policy #	A,G			3m			
Incontinent care	Policy #, skin care resource book	A,G			3m			
Continuous ambulatory PD	Policy #	A,G			1yr			
AV fistula graft, dialysis catheter	Policy #	A,G			3m			
H. PARTICIPANT SPECIFIC COMPETENCIES								
Age specific*	Self-study module	E,F			3m			
Latex allergy*	Self-study module, safety training manual & video	A,C, E,F			3m			
Cultural diversity*	Self-study module	E,F			3m			
I. MANAGEMENT OF INFORMATION								
Medical record	Medical records manual	A			3m			
Participant confidentiality*	Policy #, safety training manual & video, mandatory in-service	A,C, E			3m			
Review of marketing policy to include prohibited marketing practices*	P&P manual, mandatory in-service	A			3m			
Informed consent	Policy #	A			3m			
Death notification	Policy #	A,G			3m			
♦ Family	Policy #	A,G						
♦ Physician	Policy #	A,G			3m			
♦ Coroner	Policy #	A,G			3m			
♦ SCOPA	Policy #	A,G			3m			
QI council participation	Meeting minutes	G			3m			
Documentation of teaching, disenrollment instructions	Policy #, P&P manual	A,G			3m			
J. UNIT SPECIFIC								
Stump care	P&P manual	A,G			6m			
Cast, splint care	P&P manual	A,G			6m			
Application and maintenance of slings	P&P manual	A,G			6m			

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Immobilizers, cervical collars, braces	P&P manual	A,G			6m			
Neurovascular checks	P&P manual	D,G			6m			
K. GENERAL								
Authorizations	Authorization manual	A,G			1yr			
PACE documentation	Unit PACE manual	A,G			1yr			
Diabetic foot care	P&P manual	A,G			3m			
Management of participants who wander	P&P manual	G			3m			
Review of participants' rights (mandatory)*	P&P manual, mandatory in-service training	A			3m			
Corporate compliance*	Safety training manual & video	A,C,E			1yr			
L. NEUROSCIENCE								
Seizure precautions, use of anti-convulsants (action & side effects)	Resource book: <u>The Clinical Practice of Neurological & Neurosurgical Nursing</u> **	A,G			3m			
Evaluation of LOC (appropriate actions in caring for participant and notifying MD)	Resource book **, P&P manual	A,C,E ,F			3m			
Care of head injuries, aneurysms, brain tumors	Resource book**	E,F			3m			
Quality control checks	P&P manual	A,C,E			3m			
♦ Emergency drug box checks	Policy #	A			3m			
♦ Refrigerator checks	Direct observation, equipment manual	A			3m			
♦ Chart review	P&P manual	A,G			3m			
♦ Glucometer checks	Direct observation, equipment manual	A,G						
Serious occurrence reporting,* Incident reporting, Adverse drug reaction reporting	Policy #	A,G			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.)