

Copy for files & scan or send to Associate Services within 6 months.

Ability to complete tasks/perform skills within the specific job position

SA/LOD/M	General Medical/Surgical Orientation	SA/LOD/M	Medication Policy/Procedures	SA/LOD/M	Medication Policy/Procedures cont.
/ / /	Date/Initial 11/1/13 Orient to unit	/ / /	12/14/13 Verbalizes 5 R's	/ / /	12/14/13 Discards single-dose vials
/ / /	12/14/13 Complete scavenger hunt	/ / /	12/14/13 Oral	/ / /	12/14/13 Rechecks eMAR at completion of med pass to assess that all meds have been given
/ / /	12/14/13 Already completed PYXIS tutorial Documentation	/ / /	12/14/13 Liquids - vial	/ / /	12/14/13 Checks eMAR q hr for new meds
/ / /	12/14/13 Pt. chart documentation	/ / /	12/14/13 Topical	/ / /	12/14/13 Initiates eMAR or first med
/ / /	12/14/13 Forms and processes	/ / /	12/14/13 Sublingual	/ / /	12/14/13 Calculates meds correctly
/ / /	11/5/13 11/6/13 Admission Assessment	/ / /	12/14/13 Rectal	/ / /	12/14/13 Property checks IVs including site, rate, right med, and documents
/ / /	Transfer of patient	/ / /	12/14/13 Subcutaneous	/ / /	12/14/13 Verbalizes P&P for labeling & checking IV tubing and solution
/ / /	Admission 23-hour surg	/ / /	12/14/13 I.M.	/ / /	12/14/13 Property labels IV site, bag tubing, and documents
/ / /	Glasgow scale	/ / /	12/14/13 Eye	/ / /	12/14/13 Takes and records verbal phone orders correctly, date time repeating order
/ / /	24-hour flow sheet	/ / /	12/14/13 Ear	/ / /	12/14/13 Acknowledges med in eMAR by comparing to written order
/ / /	Interdisciplinary POC	/ / /	12/14/13 Sliding Scale Insulin	/ / /	12/14/13 Uses 2 patient identifiers including: stats, pri s, controlled substances and withheld meds
/ / /	Freq assessment/flowsheet	/ / /	12/14/13 Spacer	/ / /	12/14/13 Review P&Ps CC.13's
/ / /	Pre Op Checklist	/ / /	12/14/13 Coumadin/ovenox/arixtra	/ / /	12/14/13 Discharge planning: attends rounds; review role of Social Services and Case Management
/ / /	Discharge instructions	/ / /	12/14/13 Insulin nomogram	/ / /	12/14/13 Pt family involved in self-administration (sign-off)
/ / /	Braden Scale	/ / /	12/14/13 Heparin nomogram	/ / /	
/ / /	QA monitors	/ / /	12/14/13 Transdermal	/ / /	
/ / /	PEP form	/ / /	12/14/13 Meds through G, NG, Peg	/ / /	
/ / /	Pain management	/ / /	12/14/13 Meds through G/J tube	/ / /	
/ / /	IVs	/ / /	12/14/13 Crushing meds	/ / /	
/ / /	I&O	/ / /	12/14/13 IV meds:	/ / /	
/ / /	ADRs	/ / /	12/14/13 Add a line	/ / /	
/ / /	eMAR	/ / /	12/14/13 IV Dilantin	/ / /	
/ / /	Discrepancy form (MAR)	/ / /	12/14/13 IV Digoxin	/ / /	
/ / /	SBAR	/ / /	12/14/13 IVP Lasix	/ / /	
/ / /	Hourly Rounding	/ / /	12/14/13 Magnesium runs on IVP	/ / /	
/ / /	Restraint Flow sheet	/ / /	12/14/13 Adding meds to IV solution	/ / /	
/ / /	SAWS protocol, order sheet, and documentation	/ / /	12/14/13 Adding meds to SL	/ / /	
/ / /	Bed check	/ / /	12/14/13 Adding meds to reconstitution device	/ / /	
/ / /	Chair alarm	/ / /	12/14/13 Does not leave bedside while administering meds	/ / /	
/ / /	Pressure Ulcer Skin assessment	/ / /	12/14/13 Initiates pre-mixed bags	/ / /	
/ / /	Fall assessment	/ / /	12/14/13 Documents on eMAR	/ / /	
/ / /	Documentation post fall (CC.15.002.01)	/ / /	12/14/13 Use of needless system	/ / /	
/ / /	Assessment for side rail entrapment	/ / /	12/14/13 Dates multi-dose vials	/ / /	
/ / /		/ / /	Anticoagulant therapy: monitoring/compliance drug food potential interactions	/ / /	

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SAL/OD/M	Core Clinical Activities	SAL/OD/M	Clinical Activities cont.	SAL/OD/M	Clinical Activities cont.
/ / /	Chest Tubes	/ / /	Access procedure	/ / /	12/5/13 Cognitive Assessment
/ / /	Straight Cath Male	/ / /	Flush Dressing Documentation	/ / /	12/5/13 Assess pt orientation
/ / /	Straight Cath Female	/ / /	Saline Lock	/ / /	12/5/13 Develops relevant nsg dx
/ / /	Foley Male	/ / /	Initiation	/ / /	12/5/13 Develop pt focused goals
/ / /	Foley Female	/ / /	Conversion SL-IV	/ / /	12/5/13 Develop specific, appropriate plans of care
/ / /	TWE/SSE	/ / /	Conversion IV-SL	/ / /	12/5/13 Evaluates effectiveness of care and review/revise plan accordingly
/ / /	N/S or oil retention	/ / /	Flushing	/ / /	12/4/13 Charts in timely manner including relevant data on observation of care
/ / /	Fleets	/ / /	Heparin Documentation	/ / /	12/4/13 Provides detailed bedside shift report
/ / /	G/J Tube	/ / /	Set-up	/ / /	12/4/13 Receives shift report
/ / /	NG Insertion	/ / /	Blood Administration prod:	/ / /	12/5/13 Effectively communicates with pt& families, staff
/ / /	Use of Gastric Suction	/ / /	Packed cells	/ / /	12/5/13 Recognizes problems & progress in own performance and acts constructively
/ / /	PEG tube	/ / /	Plasma	/ / /	12/5/13 Organizes work for maximum efficiency
/ / /	Feedings: bolus	/ / /	Albumin	/ / /	12/5/13 Completes work on time
/ / /	Feedings: continuous	/ / /	Documentation	/ / /	12/5/13 Plans work appropriately based on pt needs
/ / /	Use of enteral pump	/ / /	Drug Dose Pump Library	/ / /	12/4/13 Creates assignment sheet consistent with pt needs
/ / /	Colostomy care	/ / /	PCA pump-dosage changes	/ / /	12/5/13 Communicates effectively with ancillary staff
/ / /	Ileostomy care	/ / /	Respiratory Treatment	/ / /	12/5/13 Reviews/delegates assignments to NAS
/ / /	Urostomy care	/ / /	Oxygen	/ / /	12/5/13 Delegates additional assignments as needed
/ / /	Nephrostomy care	/ / /	Nebulizer treatment	/ / /	12/5/13 Evaluates outcome of each activity delegated
/ / /	Weights:	/ / /	Ventimask	/ / /	12/5/13 Communicates changes, problems c staff and physicians properly
/ / /	Char	/ / /	Incentive spirometer	/ / /	
/ / /	Bed	/ / /	Albuteral	/ / /	
/ / /	Standing	/ / /	Metered dose inhaler	/ / /	
/ / /	Hoyer Lift	/ / /	Documentation	/ / /	
/ / /	Suction Set-up: procedure	/ / /	Isolation Procedures	/ / /	
/ / /	Code Cart check: defib check	/ / /	Trach care suctioning	/ / /	
/ / /	Venipuncture	/ / /	Continuous bladder irrigation	/ / /	
/ / /	Initiation	/ / /	Nurse driven Foley removal	/ / /	
/ / /	Dressing	/ / /	Skin Care	/ / /	
/ / /	Documentation	/ / /	Air Mattress	/ / /	
/ / /	Porta Cath/review procedure	/ / /	Heelbos	/ / /	
/ / /	Access procedure	/ / /	Turn and position	/ / /	
/ / /	Flush Dressing Documentation	/ / /	Skin care protocol	/ / /	
/ / /	Central Lines/review proced.	/ / /		/ / /	
/ / /	Access procedure	/ / /		/ / /	
/ / /	Flush Dressing Documentation	/ / /		/ / /	
/ / /	Infection and prevention of Pt family education of infection	/ / /		/ / /	

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3 East Specific Orientation		Care of the Orthopedic Patient		Educational Components Cont.
Date/Initial	Forms/computer documentation for:	Date/Initial	Total joint	Information on oral health
/ /	Admission: Peds	10/14/13	Fractured hip	Safe and effective use of medical equipment or supplies provided by the hospital
/ /	Peds care plan	12/14/13	Shoulder surgery	to help pt reach maximum independence
/ /	Medical protocols (peds)	12/14/13	Back surgery	Fall reduction strategies
/ /	<u>Pediatric Medication Administration</u>	12/14/13	Abductor pillow	How pt/family can voice concerns re pt safety issues before/after care
/ /	PO	12/14/13	Positioning of knee and hip pts.	how to obtain continuing care, treatment, and services pt will need
/ /	IM	12/14/13	CPM	Tissue and eye bank
/ /	Suppository	10/14/13	Traction	Other Competencies Not Listed
/ /	ENLA cream	10/14/13	Compression device	
/ /	<u>Pediatric IV Medications</u>	12/14/13	Autotransfusor	
/ /	Push	12/14/13	CSM checks	
/ /	Syringe pump	12/14/13	Heel protection: foot drop stop, booties, ezel boot	
/ /	Buretrol		<u>Educational Components</u>	
/ /	Calculating doses		Acknowledges cultural diversity based on role	
/ /	<u>Documentation of IV Skills</u>		Identifies pt rights including ethical aspects and process used to address ethical issues based on job duties	
/ /	Venipuncture Peds		Surgical site infections (SSI) and prevention	
/ /	Peds armboard/stabilize Buzzy		Pt family education of SSI	
/ /	<u>Care of the Pediatric Patient</u>		<u>Patient Education:</u>	
/ /	Set up croup tent and maintenance		Explanation of POC, treatment and services	
/ /	Oxyhood	12/14/13	Basic health practices & Safety	
/ /	Peds O2 sats	12/14/13	Information on the safe and effective use of medications	
/ /	Apnea monitor		Nutrition interventions (ie, supplements) and modified diets	
/ /	Apnea policy		Discussion of pain, risk for pain, importance of effective pain management, pain assessment process/ methods of pain management	
/ /	Vital signs:			
/ /	TPR			
/ /	B/P			
/ /	Daily weights			
/ /	Strict I&O			
/ /	Cast Care			
/ /	Peds Traction			
/ /	Review policy on basic guidelines for peds			

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