

**NAME OF HOSPITAL**

**PATIENT CARE SERVICES**

**ANNUAL COMPETENCY ASSESSMENT TOOL (ACA)**

**Registered Nurse, Medical/Surgical Services (1-11)**

This ACA Tool certifies that \_\_\_\_\_ has been revalidated for the following skills according to Name of standards for the review period: \_\_\_\_\_.

Validated By: \_\_\_\_\_ Title: \_\_\_\_\_

**Validation: RD = Return demonstration; V = Verbalizes; NA = Not applicable to area or no experience required.**

SKILLS	SATISFACTORY PERFORMANCE		VALIDATION (Initials as appropriate)			DATE
	Yes	No	RD	V	NA	
1. Physical assessment:						
a. Breath sounds.						
b. Heart sounds.						
c. Neurological assessment.						
d. GI assessment.						
e. General physical assessment.						
2. Blood sampling:						
a. Venipuncture.						
b. Central line.						
c. Implanted ports.						
3. Intravenous Fluid Administration:						
a. Peripheral access: Angiocath, Butterfly, And I.V. lock.						
b. Administration/maintenance: Peripheral, Central, TPN, and Lipids.						
c. Tubing changes: Peripheral and Central.						
d. Site care: Peripheral and Central.						
4. Blood/Blood Products Administration:						
a. Consent.						
c. Administration: PC, FFP, Platelets, And Albumin.						
d. Discontinuation/Transfusion Reactions.						
5. Urinary Catheterization:						
a. Placement: Single and three-way.						
b. CBI.						
6. Enteral Feedings: Continuous and Intermittent.						

Developed by: \_\_\_\_\_ Name of Developer  
 Approved by: \_\_\_\_\_ Name of Approver

SKILLS	SATISFACTORY PERFORMANCE		VALIDATION (Initials as appropriate)			DATE
	Yes	No	RD	V	NA	
7. Tubes/Drains:						
a. Nasogastric/Salem Sump Tube: Insertion, maintenance (including anti-reflux valve), and removal.						
b. Feeding tube: Insertion, maintenance, And removal.						
c. Levine tube: Insertion, maintenance, and removal.						
d. Jackson-Pratt drain.						
e. Hemovac drain.						
8. Wound/Sterile Dressing Care.						
9. Oxygen Delivery: Set-Up/Maintenance:						
a. Nasal cannula.						
b. Ventimask.						
c. Partial and non-rebreather masks.						
d. Trache collar.						
10. Adjunctive Airway Management:						
a. Bag valve mask (Ambu bag).						
b. Tracheostomy care.						
c. Suctioning: Oral, nasal, and tracheal.						
11. Cardiac Monitoring: Application of leads, And interpretation/treatment of dysrhythmias.						
12. Use of Medical Equipment:						
a. I.V. and PCA pump.						
b. Enteral feeding pump.						
c. Oxygen tank and regulator.						
d. Capillary glucose monitor.						
e. Suction apparatus: Wall and portable.						
f. K-pad.						
g. Hypo/hyperthermia blanket.						
h. Sequential compression device.						
i. Specialty bed/overlay mattresses.						
j. Portable Hepafilter.						
k. Pulse oximeter.						
l. Overhead trapeze.						
m. Incentive spirometer.						
n. Defibrillator.						
o. ECG machine..						
p. Reports defective equipment.						