

NAME OF HOSPITAL

PATIENT CARE SERVICES

ANNUAL COMPETENCY ASSESSMENT TOOL (ACA)

Patient Care Technician, Critical Care Services (1-18)

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. Applies healthcare asepsis techniques: Handwashing, separates clean/dirty items, disinfects supplies and equipment, properly handles food and linen, properly disposes body fluids/waste, and identifies visitor illness.						
2. Restraint management protocol: a. Document on restraint flowsheet where Restraints are placed, patient response, and patient observations/interventions.						
b. Document on restraint flowsheet every 2 hours removal of restraint, extremity(ies) given ROM, patient repositioned and restraint reapplication.						
3. Uses appropriate body alignment techniques, e.g., wide base of support, avoid reaching, etc.						
4. Demonstrates correct techniques of passive ROM, to include flexion, extension, Abduction and adduction of appropriate Joints.						
5. Inspects skin and reports any changes to Skin; assists with wound dressings.						
6. Applies bandages, slings and AE hose.						
7. Point of care testing: a. Capillary blood glucose testing.						
b. Urine dipstick.						
c. Stool for occult blood.						

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

SKILLS	SATISFACTORY PERFORMANCE		VALIDATION (Initials as appropriate)			DATE
	Yes	No	RD	V	NA	
8. Measures:						
a. Vitals signs.						
b. Intake and output.						
c. Calorie counts.						
9. Administers appropriate enemas.						
10. Cardiac Monitoring: Application of leads, And interpretation of dysrhythmias.						
11. Performs unit secretary functions.						
12. Performs 12-Lead ECG.						
13. Performs venipuncture according to standard.						
14. Follows isolation procedures, including signage:						
a. Standard precautions.						
b. Transmission-based:						
1) Airborne precautions.						
2) Droplet precautions.						
3) Contact precautions						
c. Identifies negative pressure rooms.						
15. Use of Medical Equipment:						
a. Capillary blood glucose meter.						
b. Oxygen tank and regulator.						
c. Specialty bed/overlay mattresses.						
d. Stretcher; wheelchair.						
e. Thermometer: Manual and electric.						
f. Sphygmomanometer; stethoscope.						
g. Portable Hepafilter.						
h. Suction apparatus: Wall and portable.						
i. Hypo/hyperthermia blanket.						
j. Pulse oximeter.						
k. Traction.						
l. Incentive spirometer.						
m. Standing scale; bed scale.						
n. K-pad.						
o. ECG machine.						
p. Reports defective equipment.						