

**COMPETENCY: SAFETY – Responds quickly and effectively in an emergency situation and keeps patients/significant others free from harm.**

<p>Related knowledge, attitude and skill that affects a major part of one's job, correlates with performance on the job, can be measured against standards and can be improved via training and education.</p> <p><b>PERFORMANCE CRITERIA</b></p>	Self Assessment								Preceptor/Evaluator Assessment								
	For each performance criteria place the date and your initials in the column which best describes your level of competence.								For each performance criteria place the date and your initials in the column which best describes the level of competence of the Associate you are evaluating.								
	<i>I need to learn</i>		<i>I need to practice</i>		<i>I am Competent (Independent Practitioner)</i>		<i>Evaluator/ Preceptor/ Mentor I can teach this competency</i>		Evaluation Mechanisms (List numerically)	Associate needs to learn		Associate needs to practice		Associate is competent		Associate can teach this competency	
	Initials	Date assessed	Initials	Date assessed	Initials	Date assessed	Initials	Date assessed		Initials	Date assessed	Initials	Date assessed	Initials	Date assessed	Initials	Date assessed
1. Lists possible interventions for patient safety.																	
2. Maintains traffic patterns in the Operating Room.																	
3. Locates the Infection Control and Environment of Care Manuals on your unit.																	
4. Lists your responsibilities in CODE YELLOW, CODE TRAUMA, CODE ORANGE, CODE GREY, CODE BLACK, CODE RED AND CODE PINK.																	
5. Reads MSDS section of Hazardous Materials Manual.																	
6. Identifies and employs methods to reduce exposure to radiation.																	
7. Locates, lists and uses barrier devices.																	
8. Discusses procedure for determining and disposing of biohazardous waste.																	
9. Uses proper body mechanics consistently.																	
10. Promotes safety in the workplace.																	
11. States how to call a Code Blue and can locate crash cart.																	
12. Verbalizes signs of imminent medical emergency.																	

**COMPETENCY: SAFETY – (Continued)**

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13. Prioritizes actions in the presence of an imminent medical emergency.																	
14. Describes the duties of all staff on the unit as they function as members of the code team.																	
15. Explains the rationale for “ABC” priority in Code Blue.																	
16. Discusses the emotional impact of codes and the importance of debriefing (critique of skills and attitudes.)																	
17. Practices electrical safety according to policies and procedures.																	
18. Describes and practices Laser safety.																	
19. Demonstrates ability to create and maintain a sterile field.																	
20. Assures all equipment is functioning before use, including appropriate handling of malfunctioning equipment.																	
21. Demonstrates proficiency in performing duties during an MH crisis including locating MH cart.																	
22. Demonstrates proficiency in the safe handling of all sharps.																	
23. Demonstrates safe operation of Steris machine and autoclave.																	

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24. Identifies potential case need for airway/bronchoscopy cart, and locates and opens cart for emergency problematic airway.																	

**Learning Options:**

1. Preceptor Knowledge
2. Document Review
3. Policy & Procedure Manuals

**Evaluation Mechanisms:**

1. Observation of performance by peer
2. Other Department Feedback
3. Other

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**COMPETENCY: EQUIPMENT – Provide equipment and supplies based on patient needs.**

<p>Related knowledge, attitude and skill that affects a major part of one’s job, correlates with performance on the job, can be measured against standards and can be improved via training and education.</p> <p><b>PERFORMANCE CRITERIA</b></p>	Self Assessment								Preceptor/Evaluator Assessment								
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1. Anticipates needs for equipment and supplies.																	
2. Selects equipment and supplies in an organized and timely manner.																	
3. Uses supplies judiciously and in cost-effective manner.																	
4. Identifies needs for developing or updating Anesthesia Supply Carts; specialty carts.																	
5. Facilitates operation of the Anesthesia Supply Pyxis with the Materials Management Dept.																	
6. Checks all Anesthesia equipment and supplies for expiration dates.																	
7. Verbalizes how to check Anesthesia Logbooks daily for record of anesthesia machines/ equipment malfunction.																	
8. Verbalizes how to contact technical support provider when anesthesia machines/equipment malfunction.																	
9. Maintains cleanliness of all equipment and promptly reports safety concerns or damage of equipment to supervisor.																	
10. Records all necessary repairs by initiating a Plant Operations/ Environmental Services work order.																	

**COMPETENCY: EQUIPMENT – (Continued)**

**Learning Options:**

- 1. Preceptor Knowledge
- 2. Document Review
- 3. Policy & Procedure Manuals

**Evaluation Mechanisms:**

- 1. Observation of performance by peer
- 2. Other Department Feedback
- 3. Other

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**COMPETENCY: PATIENT RIGHTS – Identifies the basic rights of the patient and his/her role in meeting the patient’s needs.**

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1. States how an ethical dilemma would be resolved.																	
2. Uses AT&T Language Line in simulated situation and as needed on the unit.																	
3. Discusses cultural and religious needs that impact care.																	
4. Respects patient privacy.																	
5. Demonstrates sensitivity to patient’s physical, psychological and emotional discomfort related to condition or procedures.																	
6. Identifies self properly to the patient.																	
7. Identifies when patient’s safety may require a restriction of patient’s rights.																	

**Learning Options:**

1. Preceptor Knowledge
2. Document Review
3. Policy & Procedure Manuals

**Evaluation Mechanisms :**

1. Observation of performance by peer
2. Other Department Feedback
3. Other

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<b>COMPETENCY: SERVICE EXCELLENCE – Treats all customers with respect and courtesy at all times.</b>																	
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1. Summarizes CHS’s Mission, Vision & Values.																	
2. Demonstrates courteous behavior consistently when interacting with physicians, physicians’ office staff, visitors, co-workers, patients and other departments, whether face-to-face or over the phone.																	
3. Demonstrates sensitivity to patients’/families’ concerns or situations: a. Periodic updates via telephone to patient’s family/significant other as appropriate.																	
4. Refers customer concerns quickly, accurately and objectively to OR Manager/Director.																	

5. Solves problems effectively by assessing the situation, offering appropriate suggestions and solutions, and following through.																	
6. Maintains confidentiality of patient information at all times.																	

**Learning Options :**

1. Preceptor Knowledge
2. Document Review
3. Service Excellence Workshop
4. Policy & Procedure Manuals

**Evaluation Mechanisms :**

1. Observation of performance by peer
2. Other Department Feedback
3. Other

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<b>COMPETENCY: QUALITY IMPROVEMENT</b>																		
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1. Role in department PI Program																		
2. Department goals for improvements.																		

**Learning Options :**

- 3. Preceptor Knowledge
- 4. Document Review
- 3. Policy & Procedure Manuals

**Evaluation Mechanisms :**

- 1. Observation of performance by peer
- 2. Other Department Feedback
- 3. Other

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**COMPETENCY: AGE-SPECIFIC CRITERIA – Pediatric (Adolescent and Adult)  
Geriatric (Cultural and Mentally Challenged)**

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A. Pediatric - Adolescent																	
1. Discusses physical, mental & emotional characteristics & uses appropriate interventions based on age.																	
2. Address Patient/Family using language easily understood & involves family in decision making when possible.																	
3. Assesses the environment for safety related to job function.																	
4. Identifies signs of abuse & follows policy in reported suspected abuse.																	
B. Adult – Geriatric																	
1. Discusses physical, mental & emotional characteristics & uses appropriate interventions based on age.																	
2. Addresses patient using language easily understood. Involves family in decision making when appropriate.																	
3. Assesses the environment for safety related to job function.																	

**COMPETENCY: AGE-SPECIFIC CRITERIA – (Continued)**

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4. Identifies signs of abuse & follows policy in reported suspected abuse.																	
<b>C. Mentally Challenged</b>																	
1. Discusses physical, mental & emotional characteristics & uses appropriate interventions based on age.																	
2. Address Patient/Family using language easily understood & involves family in decision making when possible.																	
3. Assesses the environment for safety related to job function.																	
4. Identifies signs of abuse & follows policy in reported suspected abuse.																	
<b>D. Cultural</b>																	
1. Discusses awareness of cultural needs & differences such as language barrier, health care beliefs & cultural values.																	
2. Assesses the patient/ family to meet cultural needs; provides AT&T Language Line, encourages family involvement, etc. As determined by cultural needs.																	

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3. Assesses the environment for safety related to job function.																	
4. Identifies signs of abuse & follows policy in reported suspected abuse.																	

**Learning Options:**

1. Preceptor Knowledge
2. Document Review
3. Policy & Procedure Manuals
4. Review of Age-Specific Competency Packets - Department Specific
5. Age-Specific Newsletter
6. Age-Specific & Cultural/Religious Reference Guides

**Evaluation Mechanisms:**

1. Observation of Performance by peer.
2. Other Department Feedback
3. Other
4. Completion of post-test of Age-Specific Competency packets.

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