# RN COMPETENCY/SKILLS ASSESSMENT/ORIENTATION CHECKLIST INTENSIVE CARE UNIT

NAME:	Renewal 1	Date:
TITLE:	ACLS:	
DATE:	BLS:	
	PALS:	
	OTHER:	

The Intensive Care Unit will be caring for a varied population of patients requiring treatment and diagnoses. Age ranges greater than 28 days are included on the Unit; however, 95% of the patients served will be in the adult and geriatric stages. Practice on the unit is age appropriate to the level of growth, development, and stage of life.

### Level of Experience:

- A None, has not been trained in that skill
- B Limited, needs detailed instruction
- C Considerable, needs minimal assistance
- D Experienced, no assistance required
- E Able to teach and supervise

Employees at level A, B and C may not function in total autonomy.

#### **COMPETENCY TOPIC**

#### 1) DEMONSTRATES AND DOCUMENTS:

- A. Completes Nursing History and Assessment Sheet indicating plan of care.
- B. Implements Nursing procedures/treatments according to policy.
- C. Cares for the patient according to information outlined on the nursing care plan following discharge criteria and providing documented teaching.

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# SKILL CHECK LIST

# 1) PATIENT CHARTS/KARDEX A. Assessment/Nurses Notes/Flow Sheets B. Nursing Care Plan C. Teaching Materials/Documentation D. Discharge Instruction E. Consents/Releases F. Appropriate Chart Order G. Taking off orders 1. MAR 2. Requisitions a. Lab b. Radiology c. Respiratory Therapy/EKG 2) **CHARGES** A. Pharmacy 1. Narcotics/Stock drugs 2. "Code" Drugs B. Central Supply C. Materials Management D. ICU E. Telemetry F. ICU/RR **PUMPS** 3)

A. Infusion

1. Abbott Plum

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- B. Syringe
- C. PCA
- D. Tube Feeding

# 4) MONITORS/MACHINES

A. Telemetry for central and bedside)

patients (set Up, Routines for

- 1. Hewlett Packard
- 2. Marquette
- B. ICU Cardiac and Pressure
  - 1. Hewlett Packard
  - 2. Marquette
- C. Doppler/Oximeter
- D. PAS
- E. Defibrillator
- F. Bed and Bed Alarm

#### 5) SUCTION

- A. Continuous
- B. Intermittent

# 6) OXYGEN EQUIPMENT

- A. Nasal Cannula
- B. Mask
  - 1. Simple
  - 2. Non Rebreather
  - 3. Venti
  - 4. Face Tent
- C. Ambu Bag

		A	В	C	D	E
D. 1	Intubation Equipment					
E. V	Ventilator					
RES	USCITATION/CRASH CART	-				
<b>A</b>	Adult					
В. І	Pediatric					
C. (	COR Zero Alarm Buttons					
STO	CK EQUIPMENT AND ORDER SUPPLIES		<del></del>	<del></del>		
A. :	Materials Management					
	1. Bedside/Center Column					
	2. Supply Room					
В. 1	Pharmacy					
C. 1	Dietary					
GEN	NERAL KNOWLEDGE		L	L	<u> </u>	-
<b>A</b> .	Dress Code					
В. 1	MSDS Book/SMDA Policy					
<b>C</b> . 1	Policies and Procedures					
	1. ICU	,				
	2. Peds					
	3. General					
D.	Universal Precautions					
E. 3	Fire Plan/Extinguishers, alarms, exits, O2 shut off					-
F. I	Disaster Plan/call tree					
G.	Sick leave/Earned leave					
H.	Scheduling/staffing procedure					
I. (	QA (CQI) Indicators					
MIS	SCELLANEOUS EQUIPMENT					
A.	Patient Call/Intercom					

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B. Phone/Transfer/	Hold/Paging
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- C. Emergency Phone
- D. Lab Printer
- E. Beds (operation of)
- F. Patient Room TV's
- G. Procedure Cart
  - 1. Equipment
  - 2. Use
- H. Carts/ Wheelchairs

# 11) BOOKS/SOURCES ON UNIT

- A. Communication Book
- B. Manuals
  - 1. Infection Control
  - 2. Disaster
  - 3. SMDA
  - 4. MSDS
  - 5. Laboratory
  - 6. Radiology
  - 7. Pharmacy
- C. IDM/Minutes
- D. QA (CQI)
- E. Schedule
- F. Evaluation Tools
- G. Clinical References
- H. Physician Individual Preference Cardfile

# 12) PATIENT/FAMILY EDUCATION

A. Instruction Sheets

		A	В	C	D	E
	B. Referral Procedures					
	C. Documentation					_
13)	COMPETENCY TOOLS CHECKLISTS			L	-	
	A. Cardiac Monitoring					
	B. Using the Central Station					
	C. 12 Lead EKG					
	D. Dysrhythmia recognition					
	E. Cardioversion					
	F. Defibrillation					
	G. COR Zero					
	H. Temporary Pacemakers					
	I. External Pacemaker					
	J. Peripheral Nerve Stimulator					
	K. Arterial Puncture for ABG's					
	L. Hemodynamic Monitoring					
	M. Swan Ganz Catheter Removal					·
	N. Removal of Femoral Sheath post cardiac catheterization					
<del>&gt;</del>	O. Post Operative "Recovery Period					
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Origin	al Date of Orientation Review Date				<del></del>	

#### COMPETENCY/SKILL

- L. Terminal care of instruments, sharps and draping material
- M. Appropriate care of specimens including assisting with proper labeling/identification
- N. Correct identification of instruments
- O. Correct assembly of trays using set cards

# 4. PACU NURSE DEMONSTRATES AND/OR DOCUMENTS:

- A. Initial assessment of patients on arrival to PACU correlating monitor readings with patient's status (condition) and incorporates into plan of care
- B. Appropriate airway management
- C. Correctly calculates Aldrete Score and applies to care plan and dismissal criteria
- D. Plan of care using Nursing Process
- E. Response to care
- 5. EQUIPMENT
  DEMONSTRATES KNOWLEDGE
  OF CORRECT USE AND SETUP OF EQUIPMENT AND
  ACCESSORIES
  - A. Anesthesia Machines
    - 1. 02
    - 2. Suction
  - B. Monitors

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D. Notes and documents patients' response to care according to policy.

# 2) COMMUNICATIONS:

- A. Demonstrates professionalism in communication with regards to patient rights and choices.
- B. Promptly advises the Charge Nurse/Supervisor of needs or changes on the unit.
- C. Communicates with physicians to give or seek information to optimize patient care.
- D. Appropriately initiates chain of command.
- E. Works to foster good guest relations by exhibiting courtesy in both personal and phone interactions.

### 3) CLINICAL RESOURCE:

- A. Available to co-workers; helps finish tasks and identify and solve unit problems.
- B. Actively participates in orientation of students and new employees.
- C. Maintains current clinical knowledge.

#### 4) ADMINISTRATION MEDICATIONS/IV:

- A. Adheres to policy and procedure in administration of medications.
- B. Demonstrates knowledge, skill and safety and patient preparation in the administration of medications.

#### 5) RECORD KEEPING:

- A. Transcribes orders completely and accurately in a timely manner.
- B. Completes Unit Log Books per shift.

#### 6) SAFETY:

A. Aware of potential injury to patients and staff members. Takes preventive steps.

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B. Familiar with safety exits, emergency codes, extinguisher locations and disaster drill protocol; responds properly.	A	В	C	D	E
C. Exhibits knowledge of infection control measures, Safe Medical Device Act (SMDA), Material Safety Data Sheets (MSDS).					
EQUIPMENT:		<u> </u>			
A. Has complete knowledge of equipment and its uses.  Is able to set up and clean Unit equipment.		T		T	
B. Keeps appropriate person appraised of equipment needs/or status.					
C. Assures that supplies are ordered, charged for and placed in proper area on the Unit.					
FLOATING:		<u> </u>			
A. Exhibits ability to flat to EW, Birthing Center, ER as needed, advises Charge RN of skills and limitations.				-	-
A. Cardiac Monitoring: Exhibits understanding of	-et.c. for ele in e,	1 tics mend- morloy	+ in:	i he	copiod
B. Using the Central Station: Exhibits understanding of reasons for correct use of equipment and its contribution as a diagnostic tool.					
C. 12 Lead EKG: Exhibits understanding of rationale for obtaining a 12 lead EKG.					
D. Dysrhythmia recognition: Exhibits understanding of various rhythms and the impact of same on patient status. Notifies physician and treats for optimal patient outcome.	-	-	-	-	- -
E. Cardioversion: Exhibits understanding of physiology and risks related to cardioversion.			-	_	_
F. Defibrillation: Exhibits understanding of reasons for and risks of defibrillation.		-	-	-	-

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