

Nurse Residency SKILL CHECKLIST

Nurse Resident Name: _____ RN Preceptor Name: _____

**** The student must provide evidence of classroom instruction received on specific skills listed before they will be allowed to provide the following tasks. All skills will be independently validated by the RN preceptor to ensure competence check-off.**

Directions:

1. Please have preceptor complete this form and return it to the Educational Center for Professional Development at the end of your clinical orientation period.
2. Make sure that the orientee, the preceptor, and the Nurse Manager signs this form.
3. Status Codes to be used:
 A = Accomplished task
 U = Needs more supervision/experience
4. Please add any comments in the space provided.

Tasks/Skills	Date	Status	Signature	Skill Validation 9/2/09	Comments
Performs basic physical assessment under the direct supervision of the RN preceptor.					
Able to use Star and Soft-lab					
Assists in admission, transfer and discharge of patient.					
Respiratory Therapy: Assists with set-up and administration of <i>oxygen therapy</i> .					
Nasal Cannula – check nares for breakdown					
Oxygen source- appropriate flow rate depending for device (nasal cannula, mask, non-rebreather)					
Demonstrates oropharyngeal suctioning.					
Performs <i>tracheotomy</i> care.					
Able to identify and document type of trach, and size					
Ensures that suction is functioning					
Make sure extra trach is available					
Ensures suction setup, sterile water and catheters are present					
Demonstrates proper use of pulse oximeter.					
Assists with postural drainage.					
Collects sputum specimen (sterile/unsterile)					

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Chest tube insertion site assessed and documented					
Aware of how check system for leaks and blockages					
Assess sites for kinks or looping, sealed connections					
Able to set setup chest drainage system					
GI Procedures and Therapy:: Assist patient with nutritional needs					
Prepares and Monitors tube feeding using pump under the supervision of the preceptor.					
Observes precaution while patient is on enteral feeding.					
If with NGT, checks nares for skin break down					
Tube feeding source- bag is label with initial and date					
Irrigation set up must be clean and dated					
Able to measure and calculate intake and output					
Administers enema using proper technique.					
Collects stool specimen.					
Urological Procedures: Inserts Foley Catheter using sterile technique					
Monitors urinary system integrity and drainage.					
Performs foley catheter care.					
Date of original foley insertion noted					
Checks placement, and integrity of tubing (it is not dependent and without loops)					
Foley bag remains below bladder level of patient					
Applies external catheter.					
Collects urine specimen.(sterile/unsterile)					
Urinal or bedside commode emptied at bedside					
Neurology: Able to perform adequate Neurological assessment					
Able to use Glasco Coma Scale correctly					
Integumentary: Identifies potential skin pressure areas					

and reports appropriately to RN preceptor.					
Demonstrates proper use of Braden scale when assessing patient's skin					
Tasks/Skills	Date	Status	Signature	Skill Validation 9/2/09	Comments
Performs simple dressing changes as directed by preceptor					
Performs pressure sore/decubiti care as directed by preceptor.					
Demonstrates proper use of heating/cooling blankets/air devices.					
IV Inspects sight for redness, swelling, warmth, tenderness, drainage.					
Administers IV antibiotics under the direct supervision of the preceptor					
IV solution bag and tubing labeled with date and time when hung					
Bag mixed with medication should be labeled with orange sticker containing initial, date, medication name, and amount.					
Able to use IV pump correctly					
Pumps are plugged in when not in use					
Applies hot/cold treatment appropriately. (K-pad, ice packs)					
Applies anti-embolic stockings appropriately.					
Applies and monitors compression boots					
Hygiene: Performs complete bed bath utilizing applicable skin measures.					
Assists with partial bath.					
Assists with activities of daily living. (grooming, etc.)					
Assists with sitz bath using appropriate technique.					
Assists or performs oral hygiene appropriately.					
Assists or performs dental care appropriately.					
Bedmaking: Occupied bed					
Unoccupied bed					
Correct date/nurse name on the white board in patient rooms					
Able to keep call bell in reach of patients					

No obstacles /clutter at bedside or in route of bathroom					
Tasks/Skills	Date	Status	Signature	Skill Validation 9/2/09	Comments
Trash receptacles in reach					
Infection Control:					
Performs proper handwashing technique.					
Utilizes standard precautions.					
Performs PIV site care using aseptic technique. Reports IV site observations to the RN preceptor.					
Performs Central line site care using aseptic technique. Reports IV site observations to the RN preceptor.					

Mobility:					
Performs passive range of motion as needed.					
Instructs patient in active range of motion.					
Assistive devices in reach					
Bed is in low position					
Side rails up if necessary					
Weights:					
Utilizes manual. And electronic scales and reports weight to RN preceptor.					
Utilizes bed scale appropriately and reports weight to preceptor.					
OR Care:					
Prepares patient for OR.					
Performs total post-op care					
Maintains tubes and drains as per JCMC policy.					
Make sure Time out sheet is completed before patient is sent to OR					
Vital Signs:					
Monitors and records vital signs accurately.					
Reports abnormal vital signs to the preceptor in a timely manner.					
Performs vascular and neuro-checks. Reports findings to RN preceptor.					
Able to access and treat <i>pain</i> appropriately					
Able to recommend pain consult for appropriate situation.					
PCX Glucose Monitoring:					
Performs blood glucose monitoring					

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appropriately.					
Reports results to preceptor in a timely manner.					
Safety and Security: States the emergency procedure in the event of fire, disaster or code.					
Uses safety measures in daily patient care (restraints, Side rails, nightlights, etc.)					
State occurrences that require completion of an incident report.					
Applies the Standard of Nursing Practice for RN's in New Jersey to actual patient care.					
Demonstrates proper use and monitoring of restraints.					
Performs phlebotomy observing hospital policy.					
Performs 12 and 15 lead EKG. Applies leads accurately.					
Demonstrates knowledge of when to call for a Rapid Response					
Performs "Time Out" before any invasive procedure					
Administers medication under preceptor's supervision using the 5 rights. PO IVPB SQ injections IM injections					
Participates in transferring patients and in doing errands when requested.					
Demonstrates knowledge of Code Blue Protocol, initiates CPR.					
Leadership and Organizational Skills: Receives report on assigned patients from primary nurse.					
At the completion of shift, able to hand off status of assigned patients to the primary nurse using SBAR					
Demonstrates the ability to prioritize appropriately.					
Manages time appropriately.					
Demonstrates ability to organize and provide safe patient care for a selected					

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number of patients under the supervision of the RN preceptor.					
Under preceptor supervision, able to make patient nurse assignments					
Able to delegate appropriately					
Able to Prioritize					
Able to show trouble shooting					
Manage time effectively					
Deal effectively with change					
Use of a method to keep organized					
Communication: Communicates effectively with other staff members.					
Communicates appropriately with RN preceptor.					
Communicates appropriately with RN preceptor.					
Initiates requests for help when appropriate for situation.					
Able to give adequate hand off using SBAR					
Patient Satisfaction: Provides patient-centered care with the sensitivity and respect for the patient					
Provides privacy to patients.					
Maintains patient confidentiality.					
Approaches patients based on age-specific needs.					
Makes sure that patient values, preferences, needs are implemented in the plan of care and evaluation.					
Interpersonal Skills: Maintains self-control under stressful conditions.					
Arrives when scheduled, on time for duty.					
Maintains professional appearance					
Adheres to the code of behavior as defined by the institution and the Department of Nursing in conjunction with Reconnect.					
Assert own position/perspective in discussions about patient care					
Demonstrates commitment to goals					

ADDITIONAL COMMENTS BY RN PRECEPTOR:

(Signature of RN Preceptor)

(Date)

ADDITIONAL COMMENTS BY NURSE MANAGER:

(Signature of Nurse Manager)

(Date)