

**LOS ANGELES COUNTY – HIGH DESERT HEALTH SYSTEM
CLINIC LICENSED STAFF INITIAL CORE ORIENTATION & COMPETENCY CHECKLIST**

NAME OF EMPLOYEE: _____

Date Started: _____

Date Completed: _____

Assigned Unit: _____

The purpose of this checklist is to provide specific direction to the preceptor for orienting and competency evaluation of staff, outlining knowledge, behavior, and skills expected. When the nurse has satisfactorily completed all of these activities, the form will be signed by both preceptor and nurse, reviewed and signed by the nurse manager and placed in the employee's file to document orientation/initial core competency.

*Denotes RN skill only.

THE FOLLOWING MUST BE COMPLETED BY _____ (DATE)

By the completion date the nurse will demonstrate competence or familiarity with the following:	Preceptor will date each item in appropriate column(s)			Resource Person Initials	Comments
	Explained	Demonstrated	Return Demo		
I. UNIT LAYOUT AND SUPPLIES					
Locating equipment and supplies					
1. BP monitor 2. Blood glucose monitor 3. Pulse oximeter 4. Thermometer 5. EKG machine 6. Peak flow meter 7. Scales (Infant and adult) 8. Hand held nebulizer					
<u>Emergency equipment</u> 1. Pocket Mask 2. Resuscitation bags 3. Crash cart and defibrillator 4. MERB and AED 5. Pediatric Suction Bulb 6. Suction 7. Oxygen tank, regulator, delivery equip a. Tubing b. nasal cannula c. masks (various sizes) d. non-rebreather mask e. Oral Airways					
<u>IV Equipment</u> 1. IV Pumps 2. Angiocaths / Butterflies 3. IV start kits 4. Tubing 5. IV connectors 6. Syringes and needles 7. Normal saline flush 8. Laboratory vacutainer tube					

By the completion date the nurse will demonstrate competence or familiarity with the following:	Resource person will date each item in appropriate column(s)			Resource Person Initials	Comments
	Explained	Demonstrated	Return Demo		
<u>Specimen collection</u> 1. Urine containers 2. Culture tubes 3. Stool containers for occult blood 4. Stool containers for ova and parasites 5. Formalin tissue containers					
Dressing Supplies					
<u>Personal Protective Equipment</u> 1. Gloves 2. Masks 3. N-95 masks 4. Gowns 5. Goggles					
II. PATIENT CARE					
A. Assessment appropriate to visit including:					
1. Checks for two patient identifiers					
2. History					
a. Chief complaint (triage)*					
b. Short pertinent medical history					
c. Current medications with dosages (Med Reconciliation)					
d. Allergy history					
e. Immunization/TB/Tetanus status					
f. Vital signs					
3. Pain assessment					
a. PQRST P = Provoking factors Q = Quality of pain R = Region/Radiating S = Severity T = Time started/ duration					
b. Pain Scale Used					
i. Numerical (Adult)					
ii. Wong Baker >3yrs					
iii. Riley Infant < 3 yrs					
4. Physical assessment					
a. Acuity of illness					
b. Quick system survey					
c. Recognition of respiratory distress					
d. Recognition of fluid volume deficit (hypovolemia) and/or overload (hypervolemia)					
e. Recognition of cardiac compromise (e.g., chest pain)					
f. Recognition of potential infectious processes					
B. Medication Administration					
1. Medication Pass Competency successfully completed in clinic.					
2. Checking for outdated medications and medication ordering					
3. Breathing treatments	See Respiratory Therapy Competency Checklist				
4. Giving PPD and other skin tests					

By the completion date the nurse will demonstrate competence or familiarity with the following:	Resource person will date each item in appropriate column(s)			Resource Person Initials	Comments
	Explained	Demonstrated	Return Demo		
C. Intravenous therapy; The nurse will administer all forms of intravenous therapy according to unit policy and procedure including:					
1. Starting an IV or saline lock					
2. IV fluid administration					
3. IV additives*					
4. IV medication via *					
a. Burette *					
b. Piggyback *					
c. Push *					
Correct use of IV equipment:					
1. IV infusion pump					
2. Burette tubing/labeling					
3. Needle-less adaptors					
4. Safety IV catheters					
5. IV site care/labeling					
D. Specimen Collection					
1. Urine					
a. Application of urine bag (Peds)					
b. Catheterization, (male / female)					
c. Clean catch mid stream					
2. Drawing Blood					
3. FIT/Occult Blood					
POCT Testing	See Laboratory Competency				
1. Daily QC of blood glucose monitor					
2. Weekly datadock downloading for blood glucose data					
3. Cleaning of Equipment after each use					
E. Isolation protocol	Discussion with preceptor is adequate for orientation				
Standard precautions vs. Respiratory Isolation vs. Droplet Precautions vs. Contact Isolation					
1. Appropriate personal protective equipment worn					
2. Appropriate signage posted					
3. Room vacated proper length of time					
4. Appropriate cleaning done					
III. UNIT OPERATION AND PROCEDURE	Most HDHS units have similar function and procedures				
A. Transfer of patient for higher level of care	During orientation the nurse should get a clear understanding of the responsibilities related to transferring patients				
1. 911 / BLS / ACLS					
2. Medical Alert Center (MAC)					
3. Hand off communication using SBAR S= Situation B= Background A= Assessment R =Recommendation					
B. Discharge/Disposition of a patient					
a. Patient Education					

By the completion date the nurse will demonstrate competence or familiarity with the following:	Resource person will date each item in appropriate column(s)			Resource Person Initials	Comments
	Explained	Demonstrated	Return Demo		
C. Affinity System and Electronic Documentation					
Facilitate patient visit:					
a. Make appointments					
b. Document via CHASS					
c. Check appointment scheduling					
d. Order Entry					
e. Accessing diagnostic results					
f. Referrals					
g. CAIR documentation					
D. Documentation...The nurse will demonstrate ability to document correctly in their specific clinic via manual and/or electronic forms					
1. Loss of Controlled Substance Report					
2. Adverse drug reaction procedure					
E. Risk Management : The nurse will state the purpose of the risk management program and describe use of the following:					
1. Patient Safety Net (PSN)					
2. Method of reporting hazards					
3. Method of reporting broken equipment					
F. Consents: The nurse will demonstrate knowledge and understanding of the consent procedure, procedures for which consents are necessary including:	Orientation should focus on the most common procedures and location of consent forms				
1. General Consent					
2. Consents available via IMED					
3. Immunization					
4. HIV consent					
a. Children under 12					
b. Incompetent persons					
c. Foster children (court order)					
G. Units manuals, policies and procedures. location of information in the references available on the unit	Orientation should focus on locating manuals and significant differences from home unit				
References					
a. Policy and Procedures					
b. DHS					
c. HIPAA					
d. Medication Reference Books					
e. Laboratory manual					
f. MSDS					
H. Unit nursing responsibilities					
1. Charge nurse role*					
2. Patient Flow Coordinator Role*					
3. Team member role					
4. Daily Assignments					
IV. EMERGENCY PROCEDURES					
A. ERT team roles and responsibilities					
1. BLS					
2. How to call 911					
3. Preparing medications*					

By the completion date the nurse will demonstrate competence or familiarity with the following:	Resource person will date each item in appropriate column(s)			Resource Person Initials	Comments
	Explained	Demonstrated	Return Demo		
4. Documentation					
B. Emergency cart and MERB: The nurse will demonstrate proficiency in knowledge and use of the Emergency cart and MERB including:	Orientation should focus on the equipment on the cart				
1. Location					
2. Contents and use of each item					
3. Responsibilities for routine checking					
4. Restocking after use.					
5. Operation and checking of defibrillator and AED					
C. Suction: The nurse will be able to utilize wall or portable suction to remove secretion via:	Orientation should focus on the type of suctioning with which the nurse is not familiar. Return demonstration should be performed with the resource nurse on types of suction new to the nurse				
1. Oral (suction catheter)					
2. Nose (bulb syringe or suction catheter)					
3. Nasopharynx					
D. Safety					
1. Location of fire alarms					
2. MSDS manual					
3. Location of fire extinguishers					
4. Evacuation plan					
5. Emergency phone numbers: a. Verbalize how to call ERT at your specific clinic b. Verbalize how to call a Code Red at your specific clinic c. Safety Police 8333					
6. Poison Control					
7. Monitor alarms					
8. Security emergency					
9. Earthquake (responsibilities on the unit)					
10. Code Triage I (Internal Disaster)					
11. Code Triage II (External Disaster)					
E. Code Red The nurse will demonstrate ability to respond to fire by correctly:					
1. Calling Code Red					
2. Stating role and following established procedures					
3. Locating fire extinguishers					
4. Locating exits and identifying evacuation plan					

SIGNATURE AND COMMENTS

Resource Person Comments:

Resource Person Signature

Date

Nurses Comments:

Nurse Signature

Date

Plans for further Orientation (if needed)

Nurse Manager/Supervisor Signature

Date