



## ARCIS Skills Checklist for C.N.A. Associates

Name \_\_\_\_\_ Department \_\_\_\_\_

The following tasks will be reviewed during the orientation period. Access to ARCIS will be provided upon completion of training to the DOCHS electronic medical record (EMR).

Signature: \_\_\_\_\_

Competency assessed through direct/ random observation, validation scenarios, and or Q/A sessions.  
Place check mark or N/A (not applicable) in status column.

Skill	Met	Not Met
<b>Main Desktop</b>		
Identify Main Desktop vs Patient Desktop		
Locate Main Desktop Shortcuts		
Perform Patient Search		
Utilize Telephone Directory		
Perform Log on & Log off		
Locate IP address of device		
Locate ARCIS device number		
Change the font size of the desktop		
Perform Self Assignment /Sign Out		
<b>Patient Desktop</b>		
In patient header, locate: medical record number, patient location, physician, date of birth, patient type, caution icon		
Locate Patient Shortcut		
Access patient data in chart review: All nursing ,Admission Assessment, Vital Signs, Allergies		
Update Contact Info		
Navigate on ICG (Interactive Care Grid)		
Utilize SBAR/ Hand off – Face Sheet to access the patient’s most recent clinical data		
<b>Documentation</b>		
Access Patient Schedule for procedure review and documentation		
Demonstrate ability to use the Work List and Patient Schedule for procedure review and documentation :		
Temperature, pulse, blood pressure (position, extremity used), respirations, oximetry and pain		
Intake- oral, meal % taken		
Output - urinary, stool, ostomy, drains		
Activities of daily living (ADLs)		
Belongings		
Perform Result Entry Corrections		
Demonstrate use of and document from “Unscheduled Procedures” - Vital Signs, I&O		



Demonstrates ability to perform charting corrections:		
Time change		
Supplement / Change documentation		
Cancel a procedure		
Utilize Ticket to Ride		
Order Late/Early Tray		
Access Patient's Provider Register		
Utilize Bed History by Patient & by Bed		
Demonstrate Specimen Collection		
<b>Device</b>		
Ability to maneuver the Workstation on Wheels (WOWs)		

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**Evaluated & checked off by:**

Name (Print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_