



# MASTER STAFFING, INC.



## COMPETENCY SKILLS CHECKLIST

MEDICAL SURGICAL UNIT (MS)

Last Name

First Name

Middle Name/Initial

Instructions: Please check appropriate box. Each skill must have 1 of the 5 choices marked.

- Key Guidelines:
- A** – No Experience
  - B** – Training/Minimal Experience, Needs Supervision
  - C** – Adequate Experience
  - D** – Sufficient Skill to Perform without Supervision
  - E** – Proficient in Performing Skill

	A	B	C	D	E
<b>Emergency procedures</b>					
CPR					
Defibrillation					
Ambu bag					
<b>Medication administration</b>					
Unit dose					
Oral					
Intramuscular					
Subcutaneous					
Z track					
Intravenous push					
IV piggyback - additives					
Charting medication with results					
<b>Direct patient care</b>					
Bed making					
Bed bath					
Oral hygiene					
Vital signs					
Bed scale					
Range of motion					
Turning					
Intake & output					
Feeding patient					
Decubitis care					
One touch glucometer					
<b>Aseptic technique</b>					
Urinary catheters					
Insertion - Female					
Insertion - Male					
Supra - Pubic					
Irrigation					
Dressings					
Sterile					
Unsterile					
Infection control procedures and isolation techniques					
Skin & wound					



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	A	B	C	D	E
Strict					
Respiratory					
Enteric					
Reverse					
Universal precaution					
<b>Tubes – insertion &amp; drainage</b>					
Nasogastric					
Feeding tubes					
Chest tubes					
Penrose drain					
Pleur – Evac.					
T-tube					
Hemovac					
Tech. & equipment to suction - Emerson, Gomco, Wall-suction					
<b>Respiratory</b>					
O <sub>2</sub> mask & prongs					
Nebulizers					
IPPB					
Respirators					
Precautions & drainage					
Suction – nasotracheal & endotracheal					
Trach care					
<b>Infusions – type &amp; method</b>					
Blood					
Blood products					
Hyperalimentation					
Butterfly					
Care of IV site					
Intravenous catheters					
Pump / Controller					
PCA machines					
<b>Telemetry area only</b>					
Perform 12 lead EKG					
Telemetry lead placement					
Dysrhythmia recognition					
Care of patients on lidocaine bolus & drip					
<b>Documents</b>					
Focus charting					
Meditech computer system					
24 hour patient care records					
Nursing care plans					
Flow sheets					

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

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Verified & Checked by Director of Nursing, Master Staffing, Inc.

\_\_\_\_\_  
Date