



MASTER STAFFING, INC.



COMPETENCY SKILLS CHECKLIST

NURSERY UNIT

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
General orientation to the organization of the nursery					
Nursery census					
Capacity and overflow policy and procedure					
Daily report sheet					
Nurse log book and doctor's physical sheet					
Policy and procedure					
Phone directory					
Physician office / Physician's exchange					
Calling physicians for C-sections					
Care of newborn					
Assess respiratory rate, rhythm, depth, symmetry					
Labored, dyspneic					
Obstructed					
Laryngospasm					
Insufficient reversal					
Care of patient with chest tube					
Handwashing procedure					
Assessment of gestational age of infant					
Admission from delivery room					
Admission of newborn from birth outside sepsis (B.O.A.)					
Admission and daily bath					
Medications					
Triple dye					
Vitamin K					
Eye prophylaxis					
Hepatitis vaccine and Hbig					
Assessment					
Norm					
Common abnormalities					
Vital signs					
Muscle tone					
Color					
Voiding and stool					
Cord care					
Circumcision care					
Stabilization					



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	A	B	C	D	E
Cribbing of newborn					
Diaper change and cleansing					
Identifying mother and baby with ID bands					
Procedure for transporting baby to mother					
Care and management for feeding					
First time					
Routine					
Bottle feeding					
Breast feeding					
Preparation formula – Volu feeders					
Babies of O positive and Rh negative					
Transport of a warmer					
Care of baby in a crib					
Assist with circumcision					
Assist with umbilical catheterization					
Assist with lumbar puncture					
Assist with physical exam by physician					
Assist with drawing of blood by lab and respiratory therapist					
Performing PKU testing					
Lavage					
Gavage					
Management of infant at risk for hypoglycemia					
Recognition of risk factors					
Performing Accu-check					
Apgar scoring					
Assist with X-ray in nursery					
Assist with blood gases and culture					
Drawing heel stick for lab					
Bagging for urine collection					
Management of oxygen therapy					
Use of apnea and cardiac monitor					
Use of pulse oximeter					
Use of wall and portable wall suction					
Venipuncture to start IV					
Care and management of IV therapy					
Management of hyperbilirubinemia including:					
Bili blanket					
Phototherapy					
Neonatal resuscitation					
Crash					
CPR					
Intubation					
Adoptions					
Policy and procedures					
Documentation					
Infant Death					
Policy and procedures					
AMEND (Association of Mothers Experiencing Neonatal Death)					
Orientation to OR to receive baby					
Nurses’ responsibility in OR (gowning, equipment, etc.)					
Discharge procedures					
Removal ID band and footprint sheet					
Gift packs					



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	A	B	C	D	E
Discharge education					
Chart check					

Employee's Signature

Date

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

Date