



Master Staffing, Inc. *Professional Nursing Care & Services*

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COMPETENCY SKILLS CHECKLIST

MEDICAL SURGICAL UNIT

Name (please print): _____

Instructions: Please check appropriate box. Each basic skill must have one (1) the five (5) experience 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
Emergency procedures					
CPR					
Defibrillation					
Ambu bag					
Medication administration					
Unit dose					
Oral					
Intramuscular					
Subcutaneous					
Z track					
Intravenous push					
IV piggyback – additives					
Charting medication with results					
Direct patient care					
Bed making					
Bed bath					
Oral hygiene					
Vital signs					
Bed scale					
Range of motion					
Turning					
Intake & output					
Feeding patient					
Decubitis care					
One touch glucometer					

	A	B	C	D	E
Aseptic technique					
Urinary catheters					
Insertion – Female					
Insertion – Male					
Supra – Pubic					
Irrigation					
Dressings					
Sterile					
Unsterile					
Infection control procedures and isolation techniques					
Skin & wound					
Strict					
Respiratory					
Enteric					
Reverse					
Universal precaution					
Tubes – insertion & drainage					
Nasogastric					
Feeding tubes					
Chest tubes					
Penrose drain					
Pleur – Evac.					
T-tube					
Hemovac					
Tech. & equipment to suction – Emerson, Gomco, Wall-suction					
Respiratory					
O ₂ mask & prongs					
Nebulizers					
IPPB					
Respirators					
Precautions & drainage					
Suction – nasotracheal & endotracheal					
Trach care					
Infusions – type & method					
Blood					
Blood products					
Hyperalimentation					
Butterfly					
Care of IV site					
Intravenous catheters					
Pump / Controller					
PCA machines					
Telemetry area only					
Perform 12 lead EKG					
Telemetry lead placement					
Dysrhythmia recognition					
Care of patients on lidocaine bolus & drip					

	A	B	C	D	E
Documents					
Focus charting					
Meditech computer system					
24 hour patient care records					
Nursing care plans					
Flow sheets					

Employee's Signature

Date

Verified & Checked by Master Staffing, Inc.

Date