



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

310 East Colorado Street, Suite 206 Glendale, CA 91205 ○ www.master-staffing.com

818.244.3188 Phone ○ 818.244.8599 Fax ○ staffing.dept@master-staffing.com

## COMPETENCY SKILLS CHECKLIST

### PEDIATRICS 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
<b>Vital signs</b>					
Respiration					
Rate					
Breath sounds					
Chest movement					
Pulse					
Apical pulse					
Peripheral pulses					
Temperature					
Axillary					
Rectal					
Oral					
Blood pressure					
Appropriate cuff selection					
Dina map					
<b>Growth Measurements</b>					
Weight (kg)					
Length (inch)					
Head circumference (cm)					
Abdominal (cm)					
<b>Feedings</b>					
P.O.					
Nasogastric					
Gastrostomy					
Continuous drip					
<b>Breastfeeding</b>					
Breast pump					
Breast milk storage					

	A	B	C	D	E
Pyloromyotomy regimen					
<b>Bath/Skin care</b>					
Tub					
Sponge					
Cord care					
Diaper area care					
Cast care					
Eye care					
Ostomy care					
Trach care					
Others					
<b>Safety measures</b>					
Side rails / Port holes					
<b>Restraint policy</b>					
Elbow restraints					
Mummy restraints					
Arm / Leg restraints					
High Chair / Swing / Infant seater					
Seizure precautions					
Anti-reflex positioning					
Parent instructions for patient safety					
Anti abduction procedures					
<b>Growth and development</b>					
Activities					
Playroom supplies and routines					
<b>Infectious disease</b>					
Universal precaution					
RSV precaution					
Rotavirus precautions					
AGE precautions					
TB screening PPD & control					
Respiratory isolation					
Blood C / S / technique					
<b>Admission process</b>					
History taking					
Physical assessment (RN)					
Admission routine					
<b>Discharge process</b>					
Discharge teaching (RN) instruction					
Social worker referral					
Home health care referral					
Discharge procedure					
<b>Specimen collection</b>					
Clean catch urine					
Urine culture					
24 hour urine					

	A	B	C	D	E
Stool culture					
Stool for ova and parasite					
Nasopharyngeal culture					
Wound culture					
Eye culture					
Needlestick					
Broviac catheter (RN)					
RSV					
Pertussis					
Others					
<b>Documentation</b>					
Patient admission					
Assessment form					
Census record					
Diabetic flow sheet					
Nursing care plan					
24 hour flow sheet					
Graphic record					
Discharge record					
Patient education record					
Clinical pathway					
Restraints (per policy)					
<b>Medication</b>					
Dosage calculation					
MAR checks					
Standard administration times policy					
Route of administration					
Infants					
Oral medications					
Injections					
Suppository					
Eye drops					
Ear drops					
Older children					
Oral medications					
Injections					
Suppository					
Eye drops					
Ear drops					
Narcotics					
Shift count (RN)					
Sign out procedure					
Wasting procedure					
Aminophylline drip (RN)					
Insulin administration					
Tag diet					

	A	B	C	D	E
<b>Documentation</b>					
Routine meds					
PRN / STAT meds					
Adverse drug reactions					
Incident report					
<b>Giving report</b>					
Patient room, name, age					
Diagnosis					
Day of hospitalization					
<b>IV / Specific meds</b>					
Treatment plan					
Significant assessment					
Order communications					
<b>Intravenous therapy (RN)</b>					
<b>Setup</b>					
Fluid					
<b>Hyperalimentation</b>					
TPN					
Lipids					
<b>Blood and blood products</b>					
Red blood cells					
Platelets					
Plasma					
Albumin					
Infusion / Controller pumps					
Monitoring IC					
IV admixture					
<b>Venipuncture</b>					
Butterfly					
Angiocath					
<b>IV site dressing</b>					
Bottle / Tubing labels					
<b>Intravenous medications (RN)</b>					
IVP					
IVPB					
Continuous drip					
<b>Heparin block</b>					
Mini infuser					
<b>Central lines</b>					
Dressing change					
Tubing and filter change					
Heparin flush					
Blood drawing					
<b>Special treatment modalities</b>					
<b>Urine test</b>					
Specific gravity					

	A	B	C	D	E
Labstix					
Clinic test					
Stool test					
Hematest					
Clinitest					
Stool for reducing substance					
Blood test					
Destrostix					
Accu-check					
Respiratory check					
Percussion / Vibration					
Postural drainage					
Suctioning					
Oral					
Nasopharyngeal					
Trach					
Triflo					
O <sub>2</sub> Setup					
<b>Codes</b>					
Code Blue					
System alert					
Crash cart					
Pediatric emergency drug box					
Defibrillator preparation					
Ambu bag					
Code Blue sheet					
Code Red					
Dr. Strange Code response					
Penrose					
Urinary catheter					
Catheterization					
Irrigation					
Specimen collection					
Rectal tubes					
Enema					
Diagnostic procedures					
Preparation and care					
Lumbar puncture					
Septic workup					
Suprapubic tap					
VP shunt tap					
Bone marrow aspiration					
Cutdown					
Blood drawing					

	A	B	C	D	E
<b>Special equipment</b>					
Isolette					
Bili light					
Cardio-Respiratory					

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Verified & Checked by Master Staffing, Inc.

\_\_\_\_\_  
Date