

Name:	Position:	Department:	Hire Date:
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Initial Competencies Record

Target Date for Working Independently / Completion of Initial Competencies Record:	
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Employee: You are responsible to ensure the following items are covered in your orientation period.

Manager: You are responsible to ensure the following items are covered and employee is competent to perform duties prior to working independently.
When completed, return to HR within 6 months from hire date.

General Requirements:	Reference	Assessment Method(s) +	Assessment Date	Assessor's Initials
<ul style="list-style-type: none"> Complete Education Log from orientation (including annual mandatory safety requirements due within 2 weeks of hire date – tracked by Safety Officer) 	NEO 37.1.3 Annual Education Safety Log			
<ul style="list-style-type: none"> Know the department's appropriate dress code 	15.4.3 Scrubs 15.5.3.1 Dress Code/Personal Appearance Dept Guidelines			
<ul style="list-style-type: none"> Describe the department's Scope of Service 	Intranet Document Scope of Services			
<ul style="list-style-type: none"> Describe department's break and mealtime procedure 	15.3.2.7 Overtime Pay, Rest & Meal Periods Dept Guidelines			
<ul style="list-style-type: none"> Follow Tobacco Restricted Campus policy 	37.1 Tobacco Restricted Campus			
<ul style="list-style-type: none"> Follow work schedules, notice of absences protocol, PTO calendar/scheduling 	15.3.2.8 Paid Time Off 15.3.1.2 Unscheduled Absences/Tardiness Dept Guidelines			
<ul style="list-style-type: none"> Demonstrate how to access and use the computer system and applicable software appropriate for role 	NEO Dept Training			
<ul style="list-style-type: none"> Demonstrate how to clock-in/out and the organization's time and attendance policy and procedures 	15.3.2.1 Automated Time & Attendance NEO			
Infection Control:				
<ul style="list-style-type: none"> Demonstrate department hand washing protocol and supplies 	16.3.3 Hand Hygiene/Fingernails 16.2.3 Infectious Illness...			
<ul style="list-style-type: none"> <i>If applicable</i>, identify isolation signage and verbalize department specific procedures 	16.6 Isolation & Precautions			
<ul style="list-style-type: none"> <i>If applicable</i>, verbalize procedure for blood / bodily fluid exposure 	16.4 Exposures			
<ul style="list-style-type: none"> <i>If applicable</i>, demonstrate the location and proper usage of personal protective equipment (e.g. gloves, masks, gowns, goggles, etc.) 	16.6.4 Standard Precautions			

Infection Control cont:	Reference	Assessment Method(s) +	Assessment Date	Assessor's Initials				
<ul style="list-style-type: none"> Does this position require a TB mask? ____ Yes What size is required for this employee? _____ ____ No (If mask is required but employee does not know his/her size, refer to HR Return to Work Coordinator, ext 3132.) 	16.10 TB Plan Return to Work Coordinator							
Safety:								
<ul style="list-style-type: none"> Identify the location of the nearest fire extinguisher and pull station 								
<ul style="list-style-type: none"> Identify the location of the nearest tornado shelter and evacuation route 								
<ul style="list-style-type: none"> Identify storage area for personal items 								
<ul style="list-style-type: none"> Identify any hazardous materials and the staff member's role in handling materials Demonstrates the safe operation of biomedical equipment and other equipment employee will be required to safely operate (e.g. slicing/dish washing equipment in kitchen, housekeeping equipment, biomedical equipment on clinical units, etc.) 								
<ul style="list-style-type: none"> Identify other department specific Safety policies and procedures 								
Populations Served:								
<ul style="list-style-type: none"> If required for position, provide care specific to populations served within department (i.e. age group, cultural, clinical category, etc.) 								
Fundamental Tasks – Essential Functions Specific to the Position:	Self-Assessment (1, 2 or 3) *		Needs More Training / Experience			Competence Demonstrated		
	Initials	Date	Initials	Date	Reference	Assessment Method(s) +	Assessment Date	Assessor's Initials
Domain 1: Safety O2-09 The perioperative registered nurse demonstrates the ability to establish an environment of safety for the surgical patient.								
(I138) Implements protective measures prior to operative or invasive procedure.								
(126) Confirms identity before the operative or invasive procedure.								
(I143) Verifies operative procedure, surgical site, and laterality.								
(I11) Applies safety devices								
(I76) Implements protective measures to prevent skin or tissue injury due to thermal sources.								
(I77) Implements protective measures to prevent skin/tissue								

injury due to mechanical sources.								
(I93) Performs required counts.								
(I84) Manages specimen handling and disposition.								
(I122) Uses supplies and equipment within safe parameters.								
(I112) Records devices implanted during the operative or invasive procedure.								
(I95) Performs venipuncture.								
(I128) Maintains continuous surveillance.								
(I152) Evaluates for signs and symptoms of physical injury to skin and tissue.								
(I75) Implements protective measures to prevent skin and tissue injury due to chemical sources.								
(I123) Verifies allergies.								
(I139) Implements latex precautions as needed.								
(I36) Evaluates for signs and symptoms of chemical injury.								
(I72) Implements protective measures to prevent injury due to electrical sources.								
(I37) Evaluates for signs and symptoms of electrical injury.								
(I64) Identifies physical alterations that require additional precautions for procedure-specific positioning.								
(I127) Verifies presence of prosthetics or corrective devices.								
(I96) Positions the patient.								
(I38) Evaluates for signs and symptoms of injury as a result of positioning.								
(I73) Implements protective measures to prevent injury due to laser sources.								
(I40) Evaluates for signs and symptoms of laser injury.								
(I142) Assesses history of previous radiation exposure.								
(I74) Implements protective measures to prevent injury due to radiation sources.								
(I43) Evaluates for signs of radiation injury to skin and tissue.								
(I118) Transports according to individual needs.								
(I42) Evaluates for signs and symptoms of skin and tissue injury as a result of transfer or transport.								
(I123) Verifies allergies.								
(I8) Administers prescribed medications and solutions.								
(I7) Administers prescribed antibiotic therapy and immunizing agents as ordered.								
(I51) Evaluates response to medications.								

Domain 2: Physiologic O10-015, 029, 030 The perioperative registered nurse demonstrates the ability to assess, diagnose, implement, and evaluate treatments and procedures that contribute to the physiological stability of the surgical patient.								
(I70) Implements aseptic technique.								
(I21) Assesses susceptibility for infection.								
(I22) Classifies the surgical wound.								
(I94) Performs skin preparations.								
(I88) Monitors for signs and symptoms of infection.								
(I98) Protects from cross-contamination.								
(I85) Minimizes the length of invasive procedure by planning care.								
(I81) Initiates traffic control.								
(I110) Administers prescribed prophylactic treatment.								
(I33) Encourages deep breathing and coughing exercises.								
(I4) Administers care to wound site.								
(I3) Administers care to invasive device sites.								
(I7) Administers prescribed antibiotic therapy and immunizing agents as ordered.								
(I83) Manages culture specimen collection.								
(I128) Maintains continuous surveillance.								
(I60) Identifies baseline tissue perfusion.								
(I115) Assesses factors related to risks for ineffective tissue perfusion.								
(I46) Evaluates postoperative tissue perfusion.								
(I130) Evaluates progress of wound healing.								
(I131) Assesses risk for inadvertent hypothermia.								
(I78) Implements thermoregulations measures.								
(I86) Monitors body temperature.								
(I55) Evaluates response to thermoregulation measures.								
(I132) Identifies factors associated with an increased risk for hemorrhage or fluid and electrolyte loss.								
(I111) Recognizes and reports deviation in diagnostic study results.								
(I89) Monitors physiological parameters.								
(I133) Implements hemostasis techniques.								
(I34) Establishes IV access.								
(I23) Collaborates in fluid and electrolyte management.								
(I2) Administers blood product therapy as prescribed.								

(19) Administers prescribed medications based on arterial blood gas results.								
(15) Administers electrolyte therapy as prescribed.								
(1153) Evaluates response to administered fluids and electrolytes.								
(I87) Monitors changes in respiratory status.								
(I121) Uses monitoring equipment to assess respiratory status.								
(I110) Recognizes and reports deviation in arterial blood gas studies.								
(I45) Evaluates postoperative respiratory status.								
(I59) Identifies baseline cardiac status.								
(I120) Uses monitoring equipment to assess cardiac status.								
(I58) Identifies and reports the presence of implantable cardiac devices.								
(I44) Evaluates postoperative cardiac status.								
(I66) Identifies physiological status.								
(I144) Assesses baseline neurological status.								
(I145) Implements protective measures during neurosurgical procedures.								
(I146) Evaluates postoperative neurological status.								
(I16) Assesses pain control.								
(I71) Implements pain guidelines.								
(I24) Collaborates in initiating patient-controlled analgesia.								
(I69) Implements alternative methods of pain control.								
(I54) Evaluates response to pain management interventions.								
Domain 3A: Behavioral Responses-Knowledge 018-022, 031								
The perioperative registered nurse demonstrates knowledge about the psychologic, sociologic, and spiritual responses of patients and their families to the operative or other invasive procedure, including participation of patients in their recovery.								
(I90) Notes sensory impairments.								
(I134) Identifies barriers to communication.								
(I135) Determines knowledge level.								
(I136) Assesses readiness to learn.								
(I68) Identifies psychosocial status.								
(I137) Assesses coping mechanisms.								
(I147) Implements measures to provide psychological support.								
(147) Evaluates psychosocial response to plan of care.								

(I32) Elicits perceptions of surgery.								
(I56) Explains expected sequence of events.								
(I114) Screens for substance abuse.								
(I113) Screens for physical abuse.								
(I109) Provides status reports to family members.								
(I50) Evaluates response to instructions.								
(I148) Assesses nutritional habits and patterns.								
(I18) Assesses psychosocial issues specific to the patient's nutritional status.								
(I107) Provides instruction regarding dietary needs.								
(I52) Evaluates response to nutritional instruction.								
(I123) Verifies allergies.								
(I17) Assesses psychosocial issues specific to the patient's medication management.								
(I104) Provides instruction about prescribed medications.								
(I48) Evaluates response to instruction about prescribed medications.								
(I61) Identifies cultural and value components related to pain.								
(I108) Provides pain management instruction.								
(I53) Evaluates response to pain management instruction.								
(I106) Provides instruction based on age and identified needs.								
(I62) Identifies expectations of home care.								
(I35) Evaluates environment for home care.								
(I50) Evaluates response to instructions.								
(I149) Assesses knowledge regarding wound care and phases of wound healing.								
(I105) Provides instruction about wound care and phases of wound healing.								
(I49) Evaluates response to instruction about wound care and phases of wound healing.								
Domain 3B: Behavioral Responses-Patient and Family Rights/Ethics 023-028 The perioperative registered nurse supports patients' rights and ethics by delivering consistent, competent, and ethical care, within legal standards of practice, while maintaining privacy and support of the patient's value system.								
(I124) Verifies consent for planned procedure.								

(I63) Identifies individual values and wishes concerning care.								
(I79) Includes family members in preoperative teaching.								
(I180) Includes patient and family members in discharge planning.								
(I103) Provides information and explains Patient Self-Determination Act.								
(I30) Develops individualized plan of care.								
(I92) Obtains consultation from appropriate health care provider to initiate new treatments or change existing treatment.								
(I119) Uses a clinical pathway.								
(I27) Ensures continuity of care.								
(I81) Initiates traffic control.								
(I115) Secures patient's records, belongings, and valuables.								
(I150) Maintains patient's dignity and privacy.								
(I151) Maintains patient confidentiality.								
(I102) Provides care without prejudicial behavior.								
(I100) Provides care respecting worth and dignity regardless of diagnosis, disease process, procedure, or projected outcome.								
(I116) Shares patient information only with those directly involved in care.								
(I1) Acts as a patient advocate by protecting the patient from incompetent, unethical, or illegal practices.								
(I99) Provides care in a nondiscriminatory, nonprejudicial manner regardless of the setting in which care is given.								
(I97) Preserves and protects the patient's autonomy, dignity, and human rights.								
(I102) Provides care without prejudicial behavior.								
(I57) Identifies and reports philosophical, cultural, and spiritual beliefs and values.								
Domain 4: Health System Outcomes								
The perioperative nurse should demonstrate knowledge and competence in the following areas:								
Professional								
<ul style="list-style-type: none"> • Maintains current licensure. • Maintains certifications as required. • Completes continuing education as required. • Acknowledges career advancement opportunities. • Demonstrates critical thinking skills. • Participates in research and evidence based practice. 								

<p>Regulatory</p> <ul style="list-style-type: none"> • Demonstrates understanding of regulatory issues. • Follows employee safety policies and procedures. • Identifies employee rights and obligations. • Participates in disaster planning. • Demonstrates awareness of environmental issues • Follows fire safety policies and procedures. <p>Organizational</p> <ul style="list-style-type: none"> • Follows organizational code of conduct. • Participates in committees • Demonstrates awareness of legal and ethical issues • Understands organizational structure and lines of authority. • Participates in performance improvement activities • Describes team roles. • Demonstrates knowledge of medical terminology. • Understands and follows vendor policies and procedures. • Demonstrates fiscal responsibility. 									
<p>*Please note competencies are referenced from: AORN, Inc. Perioperative Competency Statements. <i>Standards, Recommended Practices and Guidelines</i>. Denver, CO: AORN, 2007.</p>									
<p>Attach additional checklists as appropriate. * Self-Assessment Rating: 1 = No Experience; 2 = Novice; 3 = Experienced.</p>									

Integration of Organizational Competencies:	Reference	As Demonstrated by:	Assessment Date	Assessor's Initials
• Customer Service - Be There.	4Cs and FiSH Philosophy / NEO Job Description			
• Communication - Make Their Day.	4Cs and FiSH Philosophy / NEO Job Description			
• Commitment - Choose Your Attitude.	4Cs and FiSH Philosophy / NEO Job Description			
• Creativity - Play.	4Cs and FiSH Philosophy / NEO Job Description			

+ Assessment Methods:	1. Chart/Record Review	2. Documentation
3. Observation of Daily Practice	4. Peer Review	5. In-services Attended
6. Scenarios/Simulations	7. Length of Service	8. Preceptor or Supervisor Visit
9. Test	10. Other	11. Other

Initial Competencies Sign-Off	
<u>Signatures</u>	<u>Signatures</u>
Preceptor: _____ Preceptor: _____ Preceptor: _____ Preceptor: _____ Preceptor: _____ Preceptor: _____	Orientee: _____ Manager: _____ Orientation Completion Date: _____

Submit this signed form to Human Resources upon completion of department orientation (Initial Competencies completion).