

Medical/Surgical RN Skills Checklist

Name: _____ Date: _____

Indicate your level of experience rating with one of the following:

- A – No Experience.
- B – Minimal Experience - need review and supervision, have performed at least once.
- C – Competent - able to perform independently.
- D – Expert - able to act as resource to others.

PATIENT RIGHTS

1. Communicates and obtains information while respecting the rights and privacy confidentiality of information in Accordance with the Health Insurance Portability and accountability Act of 1996. (HIPAA) A B C D
2. Involves the patient and family and respects their role in determining the nature of care to be provided, including Advance Directives. A B C D
3. Complies with nursing staff responsibility included in the hospital policy related to Organ Donation. A B C D
4. Meets patient and families needs regarding communication, including interpreter services. A B C D
5. Provides accurate information to patient and families in a timely manner. A B C D

NEUROLOGY

6. Neuro Assessment/Neuro Vitals A B C D
7. Seizure Precautions A B C D
8. Stryker Frame A B C D
9. Crutchfield Tongs A B C D
10. Halo Traction A B C D
11. Caring for patient with:
 - a. Spinal Cord Injury A B C D
 - b. Pre/Post neurological surgery A B C D
 - c. CNS Infection A B C D
12. Caring for the Degenerative Diseases of:
 - a. Nervous System A B C D
 - b. Drug Overdose A B C D
 - c. Head Injury A B C D
 - d. Cerebral Aneurysm A B C D
 - e. Chronic C.V.A./T.I.A. A B C D
 - f. Rehabilitation of the Neuro Patient A B C D
13. Managing Patient with Epidural Catheter A B C D
14. Managing Patient with Spinal Precautions A B C D

CARDIOVASCULAR

- 15. Cardio Pulmonary Arrests A B C D
- 16. Running an arrest/code situation A B C D
- 17. Caring for 48+hr Post-Op Open Heart patient A B C D
- 18. Caring for Pacemaker Patient A B C D
- 19. Pre/Post-Op Angioplasty A B C D
- 20. Post-Op Vascular Surgery Patients (i.e. Aneurysms) A B C D
- 21. Angina (Acute and Chronic) A B C D
- 22. Ability to Interpret Cardiac Rhythms A B C D
- 23. Caring for Patient with:
 - Valvular Disease A B C D
 - Central Lines A B C D
- 24. Assessing and Treating Orthostatic BP A B C D
- 25. Assessing Abnormal Heart Tones A B C D

PULMONARY

- 26. Assessing of Breath Sounds A B C D
- 27. Assisting with Set-up and Maintaining Chest Tubes A B C D
- 28. Use of Chest Drainage Systems A B C D
- 29. Administering Oxygen (Nasal Canula, Mask) A B C D
- 30. Using Oxygen Saturation Monitor A B C D
- 31. Caring for Patient with:
 - a. Pulmonary Emboli A B C D
 - b. Tracheostomy A B C D
 - c. Pre/Post Thoracic Surgery A B C D
 - d. COPD A B C D
 - e. Asthma A B C D
 - f. CHF A B C D
 - g. Tuberculosis A B C D
- 32. Nasal Tracheal Suctioning A B C D
- 33. Changing Tracheostomy A B C D
- 34. Instructing Patient in use of Incentive Spirometer A B C D
- 35. Care of Patients on a Ventilator A B C D

GASTROINTESTINAL

- 36. Assessing Bowel Sounds A B C D
- 37. Identifying Abnormalities A B C D
- 38. Stool Tests A B C D
- 39. Inserting/Maintaining Feeding Tubes A B C D
- 40. Administering Tube Feedings A B C D
- 41. Checking Tube Feeding Residuals A B C D
- 42. Inserting/Maintaining Intermittent
& Continuous Suction NG Tubes A B C D
- 43. Checking Tube Feeding and NG Tube Placement A B C D
- 44. Caring for Acute GI Bleed A B C D
- 45. Abdominal Wounds of Infections A B C D
- 46. Pre/Post-Op GI Surgery A B C D

- 47. Ileostomy/Colostomy and Drain Care A B C D
- 48. Dehiscence A B C D
- 49. Caring for Patient on Total Parenteral Nutrition A B C D

GENITOURINARY/RENAL

- 50. Inserting/Maintaining Urinary Drainage Tubes A B C D
- 51. Caring for Patients with:
 - a. Acute Renal Failure A B C D
 - b. Chronic Renal Failure A B C D
 - c. Post Renal/Genitourinary Surgery A B C D
- 52. Caring for Patient Recovering from Peritoneal Dialysis A B C D
- 53. Caring for Patient Recovering from Hemodialysis A B C D
- 54. Assessing Fluid and Electrolyte Problems A B C D
- 55. Knowledge of UA values A B C D
- 56. Managing Urostomy A B C D
- 57. Managing Suprapubic Catheter A B C D
- 58. Placing Condom Catheter A B C D
- 59. Collecting Specimens A B C D

MUSCULOSKELETAL

- 60. Traction A B C D
- 61. Braces A B C D
- 62. Casts A B C D
- 63. Collars A B C D
- 64. Slings/Splints A B C D
- 65. Skeletal and Skin Traction A B C D
- 66. Using T.E.N.S. Unit A B C D
- 67. Beds i.e. Clinitron, Roto, Rest, Circoelectric A B C D
- 68. Crutch walking/Walkers A B C D
- 69. Total Knee Replacement A B C D
- 70. Total Hip Replacement A B C D
- 71. Arthroscopy/Arthroscopy A B C D
- 72. Caring for Patient with:
 - a. Joint/Bone Disorders A B C D
 - b. Amputation A B C D
- 73. Caring for Patient on CPM A B C D

ENDOCRINE

- 74. Administering IV Insulin Drip A B C D
- 75. Checking Capillary Blood Glucose A B C D
- 76. Caring for the Diabetic Patient A B C D
- 77. Hormone Therapy A B C D

ONCOLOGY

- 78. Caring for AIDS patient A B C D
- 79. Isolation/Universal Precautions A B C D
- 80. Pain Management A B C D
- 81. Mixing/Administering Chemo Agents A B C D

Initials _____

MEDICATION AND ADMINISTRATION

82. Knowledge of Indications, Actions, Contraindications, Side Effects, Methods of Administration, Calculation of Dose, Rate of Infusion, Caring for and Monitoring Patient, Receiving the Following:

- a. Acetaminophen (Tylenol) A B C D
 - b. Acetylsalicylic (Aspirin) A B C D
 - c. Antibiotics A B C D
 - d. Beta Blockers A B C D
 - e. Calcium Channel Blockers A B C D
 - f. Cimetidine (Tagamet) A B C D
 - g. Codeine A B C D
 - h. Dexamethasone (Decadron) A B C D
 - i. Diazepam (Valium) A B C D
 - j. Digoxin (Lanoxin) A B C D
 - k. Duramorph A B C D
 - l. Furosemide (Lasix) A B C D
 - m. Heparin A B C D
 - n. Insulin A B C D
 - o. Lorazepam (Ativan) A B C D
 - p. Morphine A B C D
 - q. Naloxone (Narcan) A B C D
 - r. Nitroglycerine A B C D
 - s. Phenytoin (Dilantin) A B C D
 - t. Potassium Chloride A B C D
 - u. Theophylline A B C D
 - v. Verapamil (Calan) A B C D
 - w. Warfarin (Coumadin) A B C D
83. Inhalers A B C D
84. Oral Medications A B C D
85. Topical Medications A B C D
86. Suppositories:
- a. Vaginal A B C D
 - b. Rectal A B C D
87. Ordering Meds A B C D

MISCELLANEOUS

88. Caring for Burn Patient A B C D
89. Inserting IV's A B C D
90. Setting up for Cut Down A B C D
91. Administering and Monitoring of IV Anticoagulants A B C D
92. Administering Blood and Blood Products A B C D
93. Obtaining Central Venous Blood A B C D
94. Knowledge of Serum Lab Values Including:
- a. Chem 7, Chem 10 A B C D
 - b. CBC A B C D
 - c. Serum Drug Levels A B C D
95. Caring for Drains/Tubes (i.e. Hemovac) A B C D

- | | | | | |
|---|----------------------------|----------------------------|----------------------------|----------------------------|
| 96. IV Therapy | A <input type="checkbox"/> | B <input type="checkbox"/> | C <input type="checkbox"/> | D <input type="checkbox"/> |
| 97. Obtaining Peripheral Venous Blood | A <input type="checkbox"/> | B <input type="checkbox"/> | C <input type="checkbox"/> | D <input type="checkbox"/> |
| 98. Monitoring and Assessing I & O | A <input type="checkbox"/> | B <input type="checkbox"/> | C <input type="checkbox"/> | D <input type="checkbox"/> |
| 99. Performing Complex Dressing Changes | A <input type="checkbox"/> | B <input type="checkbox"/> | C <input type="checkbox"/> | D <input type="checkbox"/> |
| 100. Using PCA System | A <input type="checkbox"/> | B <input type="checkbox"/> | C <input type="checkbox"/> | D <input type="checkbox"/> |
| 100. Using SCD or Venidyne Devices | A <input type="checkbox"/> | B <input type="checkbox"/> | C <input type="checkbox"/> | D <input type="checkbox"/> |
| 101. Using PICC, Hickman, Central Line | A <input type="checkbox"/> | B <input type="checkbox"/> | C <input type="checkbox"/> | D <input type="checkbox"/> |
| 102. Providing for Safe Patient Environment | A <input type="checkbox"/> | B <input type="checkbox"/> | C <input type="checkbox"/> | D <input type="checkbox"/> |
| 103. Managing Hemovac | A <input type="checkbox"/> | B <input type="checkbox"/> | C <input type="checkbox"/> | D <input type="checkbox"/> |
| 104. Universal Precautions | A <input type="checkbox"/> | B <input type="checkbox"/> | C <input type="checkbox"/> | D <input type="checkbox"/> |

Age Specific Practice Criteria

Please check the boxes below for each age group for which you have expertise in providing age-appropriate nursing care.

- A. Newborn/Neonate (birth-30 days)
- B. Infant (30 days – 1 year)
- C. Toddler (1 - 3 years)
- D. Preschooler (3 - 5 years)
- E. School age children (5 - 12 years)
- F. Adolescents (12 - 18 years)
- G. Young adults (18 - 39 years)
- H. Middle adults (39 - 64 years)
- I. Older adults (64+)

Experience with Age Groups

Able to adapt care to incorporate normal growth and development.

Able to adapt method and terminology of patient instructions to their age, comprehension and maturity level.

Can ensure a safe environment reflecting specific needs of various age groups.

	A	B	C	D	E	F	G	H	I
Able to adapt care to incorporate normal growth and development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Able to adapt method and terminology of patient instructions to their age, comprehension and maturity level.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can ensure a safe environment reflecting specific needs of various age groups.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

My experience is primarily in: (Please indicate number of years.)

- Medical/Surgical _____ year(s)
- Telemetry _____ year(s)
- Ortho _____ year(s)
- Rehabilitation _____ year(s)
- Clinic _____ year(s)
- Alzheimer's _____ year(s)
- Urgent Care _____ year(s)
- Urology _____ year(s)

Initials _____

- Skilled LTC _____ year(s)
- Mother-Baby _____ year(s)
- Pediatrics _____ year(s)
- Hospice _____ year(s)
- Oncology _____ year(s)
- General Medicine _____ year(s)
- General Surgery _____ year(s)
- Adult Psychiatry _____ year(s)
- Child Psychiatry _____ year(s)
- Neurology _____ year(s)
- Research _____ year(s)
- Other _____ year(s)

Certification:

Please check the boxes below and indicate the expiration date for each certificate that you have. If you do not know the exact date, please use the last date of the specific month (e.g., 08/31/2003).

- Oncology – Chemo Cert. Exp. Date: _____ (mm/dd/yyyy)
- IV Certified Exp. Date: _____ (mm/dd/yyyy)
- ACLS Exp. Date: _____ (mm/dd/yyyy)
- Charge Experience Exp. Date: _____ (mm/dd/yyyy)
- Telemetry Exp. Date: _____ (mm/dd/yyyy)
- Other Exp. Date: _____ (mm/dd/yyyy)

Please read and agree to the statements below by marking the checkbox.

I attest that the information I have given is true and accurate to the best of my knowledge and that I am the individual completing this form. I hereby authorize the Company to release this Medical/Surgical RN Skills Checklist to the Client facilities in relation to consideration of employment as a Registered Nurse with those facilities.

Signature

Date

Initials _____

**Registered Professional Nurse Job Description
Med/Surg**

Job Summary:

The Med/Surg RN is responsible for managing the care of the adolescent, adult or elderly patient experiencing general medical conditions or general surgical procedures, which require general assessments related to specific conditions, and general therapies and interventions. The Med/Surg RN is responsible to the Clinical Manager assigned to the Med/Surg Unit.

Qualifications

- Current licensure in good standing in the state of practice
- Evidence of 1 year of Med/Surg nursing experience within the past two years
- Evidence of current BLS credential mandatory

Responsibilities

- Conducts an individualized patient assessment and reassessment, prioritizing the data collection based on the adolescent, adult or elderly patient's immediate condition or needs within timeframe specified by client facility's policies, procedures or protocols.
- Develops individualized plan of care reflecting collaboration with other members of the healthcare team.
- Collaborates with physician and other team members to implement orders and plan of care in an accurate and timely manner.
- Provides individualize patient/family education customized to the adolescent, adult or elderly patient and his/her family.
- Documents patient assessment findings, physical/psychosocial responses to nursing intervention and progress toward problem resolution and communicates these responses to team members as appropriate.
- Responds to emergencies according to facility policy and procedure.
- Maintains confidentiality in matters related to patient, family and client facility staff.
- Provides care in a non-judgmental, non-discriminatory manner that is sensitive to the adolescent, adult or elderly patient's and family's diversity, preserving their autonomy, dignity and rights.
- Reports relative indicators of patient condition to appropriate personnel during and at the end of each shift.
- Maintains current competency in Med/Surg nursing.

RN Name: _____

RN Signature: _____

Date: _____

Joint Commission
**2006 Critical Access Hospital and Hospital
National Patient Safety Goals**

Note: New Goals and Requirements are indicated in **bold**.

Goal 1 Improve the accuracy of patient identification.

1A Use at least two patient identifiers (neither to be the patient's room number) whenever administering medications or blood products; taking blood samples and other specimens for clinical testing, or providing any other treatments or procedures.

1B Not applicable.

Goal 2 Improve the effectiveness of communication among caregivers.

2A For verbal or telephone orders or for telephonic reporting of critical test results, verify the complete order or test result by having the person receiving the order or test result "read-back" the complete order or test result.

2B Standardize a list of abbreviations, acronyms and symbols that are not to be used throughout the organization.

2C Measure, assess and, if appropriate, take action to improve the timeliness of reporting, and the timeliness of receipt by the responsible licensed caregiver, of critical test results and values.

2D Not applicable.

2E Implement a standardized approach to "hand off" communications, including an opportunity to ask and respond to questions.

Goal 3 Improve the safety of using medications.

3A Retired in 2006.

3B Standardize and limit the number of drug concentrations available in the organization.

3C Identify and, at a minimum, annually review a list of look-alike/sound-alike drugs used in the organization, and take action to prevent errors involving the interchange of these drugs.

3D Label all medications, medication containers (e.g., syringes, medicine cups, basins), or other solutions on and off the sterile field in perioperative and other procedural settings.

Goal 4 Not applicable.

Initials _____

- Goal 5 Retired in 2006
- Goal 6 Not applicable.
- Goal 7 Reduce the risk of health care-associated infections.
- 7A Comply with current Centers for Disease Control and Prevention (CDC) hand hygiene guidelines.
- 7B Manage as sentinel events all identified cases of unanticipated death or major permanent loss of function associated with a health care-associated infection.
- Goal 8 Accurately and completely reconcile medications across the continuum of care.
- 8A Implement a process for obtaining and documenting a complete list of the patient's current medications upon the patient's admission to the organization and with the involvement of the patient. This process includes a comparison of the medications the organization provides to those on the list.
- 8B A complete list of the patient's medications is communicated to the next provider of service when a patient is referred or transferred to another setting, service, practitioner or level of care within or outside the organization.
- Goal 9 Reduce the risk of patient harm resulting from falls.
- 9B Implement a fall reduction program and evaluate the effectiveness of the program.
Note: Replacement for 9A.
- Goal 10 Not applicable.
- Goal 11 Not applicable.
- Goal 12 Not applicable.
- Goal 13 Not applicable.
- Goal 14 Not applicable.