UC DAVIS HEALTH | Center for Professional Practice of Nursing

Name:		Employee ID#:
Unit:		Title:
Due Date:	(new hires: prior to end of orientation period)	

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Skill/Learning Not all skills are applicable to all Nursing areas – if not applicable mark as N/A	Skill Code (For CPPN Use Only)	Date Completed (or N/A)	Verifier Initials
Adult Respiratory Assessment Skills Checklist	DAHS-NSCARA14		
Basic Dysrhythmia Detection and Treatment Skills Checklist	DAHS-NSCBDDT15		
Bi-PAP Skills Checklist	DAHS-NSCBP14		
Blood Draws Skills Check: Performs per UC Davis Health Policies 13001 Vascular Access Policy (Adult/Pediatric) and 13029 Venipuncture Verification and Blood Withdrawal	DAHS-NSCBD14		
Cardiac Pain Assessment & Management Skills Checklist	DAHS-NSCCPAM14		
Cardiac Tamponade Skills Checklist	DAHS-NSCCT14		
Carotid Artery Blowout Skills: Performs per Clinical Policy 4060, Carotid Precautions/Carotid Rupture	DAHS-NSCAB14		
Cervical Collar Skills Checklist: Performs per UC Davis Health Policy 4041: Spinal Precautions	DAHS-NSCCC14		
Chest Tube Skills: Performs per policy 17002 Chest Tube Management	DAHS-NSCCT13		
End-tidal Carbon Dioxide Monitoring Skills Checklist	DAHS-NSCETCDM15		
Epidural and Subdural Drains Skills Checklist	DAHS-NSCESD14		
Epidural Catheter Care and Maintenance Skills Checklist	DAHS-NSCECCM14		
Gastrostomy Tube Skills Checklist Performs per Clinical Policies 8011, Enteral Nutrition for Adult Patients, and 4055, Medication Administration	DAHS-NSCGT14		
Halo Vest Skills: Performs per policy 15002 Care of the Patient in a Halo Vest	DAHS-NSCHV14		
Laryngectomy Care Skills Checklist: Performs per UC Davis Health Policy 17003, Airway Management for Adult Patients	DAHS-NSCLC15		

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Lumbar Puncture and/or Drain Skills Checklist: Performs per UC Davis Health Policies 15008, Assisting with Diagnostic Lumbar Puncture and 15007, Care of the Patient with a Lumbar Catheter	DAHS-NSCLPD14		
MDI with Spacer Skills Checklist	DAHS-NSCMDIS14		
Nurse Swallow Screen in Patients with Stroke Skills: Performs per policy 15017 Dysphagia (Swallow) Screen for Adult Patients with Stroke	DAHS-NSCNSSPS15		
Obtaining a 12-Lead ECG Skills Checklist	DAHS-NSCOLE14		
Respiratory Emergencies and Equipment Skills Checklist	DAHS-NSCREE14		
Tracheostomy Care Skills Checklist: Performs per UC Davis Health Policy 17003 Airway Management for Adult Patients	DAHS-NSCTC15		
Wound & Drain Care After Head & Neck Surgery Skills Checklist: Performs per UC Davis Health Policies 12009 Free Flap, Pedicle Flap, and Skin Graft Care for the Otolaryngology Patient and 12010: Closed-Suction Drain Care for the Otolaryngology Patient	DAHS-NSCWDCAHNS14		
Wound VAC (Vacuum Assisted Closure) Therapy Skills Checklist: Performs per UC Davis Health Policy 12014 Application of Negative Pressure Wound Therapy	DAHS-NSCWVT14		

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SIGNATURE PAGE:		
Signature and Printed Name of Verifier (preceptor or other verified personnel) who have initialed on this form:		
Initial:	Print Name:	Signature:

PRECEPTEE STATEMENT AND SIGNATURE:

I have read and understand the appropriate UC Davis Health Policies and/or equipment operations manual, I have demonstrated the ability to perform the verified skills as noted, and I have the knowledge of the resources available to answer questions.

Printed Name	Signature

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Adult Acute/Telemetry Care Skills

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	Date	Verifier Initials
Adult Respiratory Assessment Skills Checklist #DAHS-NSCARA14		
Note type of oxygen delivery system, method of airway management and/or mode of ventilation.		
Make general observation of patient's overall status.		
Observe for rate, depth, pattern, symmetry, and effort of respirations. Observe for use of accessory muscles.		
Observe for color and pallor of skin and mucous membranes.		
Observe for color, quantity, odor and consistency of secretions.		
Observe position of trachea.		
Auscultate in an orderly manner all lung fields and describe lung sounds appropriately.		
Palpate neck, chest, and shoulders to assess for the presence of subcutaneous air.		
Monitor and document oxygen saturations and End Tidal CO_2 levels when appropriate.		
Describe/demonstrate method for contacting respiratory therapy.		
Have available in the patient's room, and know how to use, necessary respiratory equipment.		
Locate/describe emergency respiratory equipment.		
Document all pertinent information in the appropriate locations.		

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Basic Dysrhythmia Detection and Treatment Skills Checklist #DAHS-NSCBDDT15		
References: 1. Cardiovascular Nursing Practice, Jacobson, C. et. al., CNEA, 2007. 2. Elsevier Skills for review: Cardiac Monitor Setup and Lead Placement 3. Elsevier Nursing Consult - Clinical Updates CE: Differentiating Dysrhythmias Part 1: Recognizing and Treating Atrial Dysrhythmias		
Passing the ECG Interpretation Assessment satisfies this skill checklist.		
Describe the electrical conduction system of the heart.		
Explain the waves and intervals of the normal ECG and their significance.		
Identify sinus dysrhythmia and discuss the causes/treatments.		
Identify atrial dysrhythmia and discuss the causes/treatments.		
Identify junctional dysrhythmia and discuss the causes/treatments.		
Identify supraventricular dysrhythmias and discuss the causes/treatments.		
Identify ventricular dysrhythmias and discuss the causes/treatment.		
Identify Torsade de pointes and discuss the causes/treatments.		
Identify life-threatening dysrhythmias and discuss the causes/treatments.		
Identify heart blocks and discuss the causes/treatments.		

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	Date	Verifier Initials
Bi-PAP Skill Checklist #DAHS-NSCBP14		
References:		
Describe BiPAP		
Identify the most common indications for BiPAP use		
State contraindications for BiPAP use		
State patient characteristics for successful use of BiPAP		
Monitor the patient and assess for possible complications.		
Identify criteria to discontinue BiPAP.		
Identify the most common reasons for alarms.		
Document all necessary information		
Cardiac Pain Assessment & Management Skills Checklist #DAHS-NSCCPAM14		
References: 1. Advanced Cardiac Life Support (ACLS) Provider Manuel, 2010 Edition 2. Frishman, William H., & Sica, Domenic A., Cardiovascular Pharmacotherapeutics. 3rd Edition, Cardiotext Publishing, May, 2011 3. Davis, L. 2004. Cardiovascular Nursing Secrets. Elsevier 4. JCAHO Core Measures 2011 5. UC Davis Health Standardized Procedure 322: Nursing Intervention in the Event of Certain Medical Emergencies in Adult Patients		
Assess the chest pain to determine if it is cardiac ischemic in origin. Utilize the 0-10 pain scale and the PQRST scale.		

Diagnostics and Interventions:
  a. Place patient on cardiac, pulse oximetry and automatic BP monitor
  b. Obtain/review 12-lead ECG during chest pain episode
  c. Assess for signs of hypoxemia; administer oxygen therapy as indicated
  d. Establish IV and draw and review cardiac labs.		

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	Date	Verifier Initials
Administer medications as MD ordered: Nitroglycerin sublingual or spray; IV Nitroglycerin infusion; Morphine Sulfate IV, ASA, and beta-blockers, if stable. State the rationale of the above treatment and the patient monitoring requirements.		
Provide continuous ECG monitoring to evaluate ST, T-wave changes and detect dysrhythmia development.		
State the overall goals of treatment in the management of pain related to myocardial ischemia.		
Assess level of anxiety and indicate means to alleviate it.		
Reassess patient after each intervention. Alert MD if no improvement.		
Anticipate other medications and interventions that might be indicated.		
Document all assessments, interventions, medications and responses.		

Cardiac Tamponade Skills Checklist #DAHS-NSCCT14

References:
1. Critical Care Nursing, second edition. Cloochesy, Breu, Cardin, Whittaker and Rudy
2. Thelan's Critical Care Nursing fifth edition. Urdenm Stacy, and Lough
3. Cardiac Nursing fifth edition. Woods, Froelicher, Motzer, Bridges
4. Textbook of Medical Physiology. Guyton and Hall.
5. The ICU Book, second edition. Paul Marino.

Discuss the mechanism of cardiac tamponade. Identify who is at risk and why.		
Identify clinical signs and symptoms of cardiac tamponade.		
Discuss situations that would lead the nurse to suspect cardiac tamponade in the cardiac surgery patients. What measures should be instituted to confirm the diagnosis?		
What is the treatment for cardiac tamponade?		

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End-Tidal Carbon Dioxide Monitoring Skills Checklist #DAHS-NSCETCDM15		
If the patient is not intubated, applied the ETCO2-nasal cannula and connected it to the capnograph.		
If the patient is intubated, assembled the airway adapter, and connected it to the patient circuit as close as possible to the patient's ventilator connection.		
Observed waveform for quality.		
Epidural and Subdural Drains Skills Checklist #DAHS-NSCESD14		
Identify the clinical applications of epidural and subdural drains.		
Maintain a closed system.		
Maintain the head of the bed at the ordered degree of elevation.		
Secure the subdural drain at the level directed by the physician.		
Assess the color and amount of drainage.		
Document all pertinent information.		
Epidural Catheter Care and Maintenance Skills Checklist #DAHS-NSCECCM14		
References: American Society for Pain Management Nursing (ASPMN). 2007. Registered Nurse Management and Monitoring of Analgesia by Catheter Techniques. Lenexa, KS: American Society for Pain Management Nursing (ASPMN).		
PRE-INSERTION		
Describe the epidural space.		
State contraindications of placing an epidural.		
Specify equipment that should be assembled at bedside by nursing staff.		

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Epidural Catheter Care and Maintenance Skills Checklist #DAHS-NSCECCM14, continued	Date	Verifier Initials
PATIENT ASSESSMENT		
Describe the differences between epidural morphine and fentanyl concerning delayed respiratory depression.		
Describe purpose of sedation score.		
State when sensory level and motor block assessments are required and demonstrate how to do them.		
Explain why hypotension is a risk following local anesthetic administration via the catheter.		
Place "Caution: Epidural in Place" signs appropriately.		
Describe assessment of catheter site the dressing and related interventions		
CATHETER REMOVAL		
Explain the importance of verifying patient is not anticoagulated prior to catheter removal.		
Describe procedure for removal of catheter.		
DOCUMENTATION		
List specific monitoring/documentation requirements for:– Insertion of catheter or after boluses or infusion rate change– Epidurals with opioids– Local anesthetics– Pediatrics– Prior to first ambulation		
Describe procedure for wasting unused opioid.		
Demonstrate documentation of epidural infusion in EMR.		

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MDI with Spacer Skills Checklist #DAHS-NSCMDIS14		
References: 1. UC Davis Health Policy 17020: Inhaled Pulmonary Drug Administration (Excluding Pentamidine/Ribavirin/Surfactant)		
Demonstrate knowledge of how the Pharmacy is notified for MDI.		
Verbalize how to administer MDI with Spacer correctly.		
Prior to and immediately after use of inhaled bronchodilators, antibiotics and steroids, the patient's pulse, respiratory rate and breath sounds are assessed. Also, any cough or mucous production may be noted.		
Verbalize when to notify Respiratory Therapy or Pharmacy.		
Demonstrate documentation of teaching.		
Obtaining a 12-Lead ECG Skills Checklist #DAHS-NSCOLE14		
References: 1. Structure Standards: Critical Care, Telemetry, Maternal Child Health 2. GE Marquette Resting ECG Analysis System Operator's Manual		
Demonstrate use of 12-lead ECG available in area.		
Place patient supine and provide for patient privacy.		
Enter patient data prior to obtaining 12-lead ECG.		
Cleanse the skin areas to be used, if needed.		
Correctly place leads, ensure that there is no tension on the cable.		
Obtain 12-lead reading, trouble-shooting artifact.		
Recognize proper 12-lead tracings.		
Disconnect equipment and clean as necessary.		

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Obtaining a 12-Lead ECG Skills Checklist #DAHS-NSCOLE14, continued	Date	Verifier Initials
Document all pertinent data, and notify appropriate staff of results		

Respiratory Emergencies and Equipment Skills Checklist #DAHS-NSCREE14		
References 1. UC Davis Health Policy 13035: Administration of Medications for Rapid Sequence Intubations in Adults 2. UC Davis Health Policy 17020: Inhaled Pulmonary Drug Administration (Excluding Pentamidine/Ribavirin/Surfactant) 3. UC Davis Health Policy 17024: Continuous Pulse Oximeter 4. Textbook of Advanced Cardiac Life Support, 2006 5. Wells and Murphy, Manual of Emergency Airway Management, 2004 Textbook of Advanced Cardiac Life Support, 2006		
Demonstrate ability to regulate oxygen flow via thumbscrew controller of O2 flow meter; identify types of patients likely in need of O2 administration.		
Describe use of and demonstrates proficiency in use of O_2 equipment		
Demonstrate setup for endotracheal intubation including equipment and drugs commonly used and state indication for ET intubation. (UC Davis Health Policy 13035)		
Identify basic concepts of what alarms indicate and rationale for never turning alarms off.		
Describe or demonstrate preparation of a patient for emergent cricothyrotomy or tracheostomy; locates essential equipment;		
Successfully demonstrate ET tube, tracheal and nasal/oral suctioning of airways using correct equipment and technique.		
Describe or demonstrate preparation of patient for a thoracentesis including obtaining necessary equipment; state indications for procedure and function.		
Document all respiratory treatments, medications, related procedures, assessments, interventions, and the effects of each. Re-assess patient's status PRN as indicated by the patient's condition. Obtain MD order for paralytics and sedatives in order to maintain control of patient, patient's airway, and patient's comfort.		
Demonstrate use of pulse oximetry for monitoring patient.		