



Competency Assessment Form for:

_____ (competency assessment period)

Name: _____

Job Class: _____

This form is to be completed by the employee. For each of the competency statements listed below, the employee may select which method of verification method they would like to use to validate their skill in the area. See the method of verification for details on completion.

When this form is complete, submit it to the area supervisor as indicated.

Competency	Method of Verification	*	**	Date Completed
GENERAL SKILLS				
Hand Washing	How often and when should you wash your hands?			
Vital Signs <input type="checkbox"/> Temp <input type="checkbox"/> Pulse <input type="checkbox"/> Respiration <input type="checkbox"/> BP	Approved peer should check the VS with or behind you. <input type="checkbox"/> 2 adults Describe the different size cuffs and when to use them.			
HT/WT/HC	Have an approved peer observe you obtaining Ht, Wt Where to document / graph results			
Lab Order Entry	Can Demonstrate order entry into EMR and lab test names. Where do you look for unknown lab test name? How do you label pap smears/pathology?			
Supply Maintenance	Regularly checks stock of disposables and updates order lists, stocks rooms.			
Allergies	Where would you document patient allergies? When do you ask the patient about their allergies?			
Cultures	Where are the culture tubes kept? What are some of the tests that can be tested with each tube? - Anaerobic - Aerobic - Blood culture - Urine culture - Virus culture			
AED	Where is the AED located? Demonstrate how to check the AED.			
Room Cleaning	Demonstrate cleaning an exam room for an approved			

	peer.			
Bio-Hazard Waste	Document how bio-hazard waste is disposed of in this facility. What is considered bio-hazard waste? When is bio-hazard waste picked up?			
MED-ASSIST PROCEDURES				
Staple / Suture Removal	What equipment would you use to remove staples? sutures? Show where this equipment is kept.			
Pap Smears	What items would you collect for the provider for this procedure? How would you help the provider?			
Triage of Patients	Explain, in your own words, how triage is done.			
LAB PROCEDURES				
UA Dip/Pregnancy Test	Perform a UA/UCG in the presence of an approved peer.			
Slides: Ferning, KOH, Saline	Make a slide with an approved peer's observation.			
<i>Blood Glucose Testing</i>	Demonstrate to an approved peer a blood glucose test. Where are the collection supplies located? How often do controls need to be done?			
Urine Collection	Describe how you would tell a patient to collect a urine sample. When is it appropriate to ask the patient for a urine sample?			
Blood Draws	If you will be doing blood draws: <ul style="list-style-type: none"> • Identify approved draw sites for blood collection. • Demonstrate for an approved peer a blood draw using blood collection set. • Demonstrate for an approved peer a blood draw using a butterfly. Transfer to blood collection tubes. Where would you find information concerning what tubes to use for a particular test? • What is the procedure for "stat" labs? When and how often does the Lab do specimen pick-up? 			
ASSISTING WITH PROCEDURES				
Sterile Technique: Hysteroscopy	Set up a sterile tray and apply a pair of sterile gloves before an approved peer.			
Incisional/Excisional Biopsy (Vulvar, Bartholin	<input type="checkbox"/> Set up for procedure <input type="checkbox"/> Assist with the procedure <input type="checkbox"/> Clean the room and equipment after the			

Gland)	procedure.			
IUD Insertion/Removal	What items would you collect for the provider for this procedure? How would you help the provider? What do you do document?			
Ultrasound Set Up	Describe how you would set up the portable US in a room?			
Endometrial Biopsy/ Cervical Polypectomy/LEEP	<input type="checkbox"/> Set up for procedure <input type="checkbox"/> Assist with the procedure <input type="checkbox"/> Clean the room and equipment after the procedure.			
EQUIPMENT				
Autoclaving	<p>Demonstrate the cleaning process for instruments for an approved peer. When would you wear eye protection?</p> <p>Demonstrate wrapping instruments for autoclaving for an approved peer.</p> <p>Document: What indicates that each load is sterile? What other monitors do we perform to assure autoclave is working?</p> <p>Describe how to cold sterilize equipment..</p>			
Refrigerator and Freezer Check	<p>Document the process for checking the refrigerator and freezer temperatures and what to do if it is too high, and what to do if it is too low.</p> <p>Describe what items are kept in each refrigerator.</p>			
Speculums	Document the process for cleaning speculums at the end of the day and the handling of them after an exam.			
Uploads	<p>Has demonstrated</p> <input type="checkbox"/> Upload of NST <input type="checkbox"/> Upload US from GE machine and <input type="checkbox"/> Upload US from Sonosite <input type="checkbox"/> Upload Coploscope <p>Knows who to call for equipment issues. Know how to troubleshoot equioment.</p>			
MEDICATIONS				
Medication Administration	<p>List the 5 Rs of giving medications and document the nurse/MA responsibility when giving meds. What documentation must you have before giving an injection?</p> <p>Where is the epinephrine located?</p> <p>Where are the juice and crackers for patients located?</p> <p>Where are the eyewash stations located?</p>			

Controlled Medications	What conditions must be met before giving the Depo Provera shot? Give one example in which you would not give the Depo Provera Shot. Differentiate this from Lupron.			
Injections	Demonstrate on the artificial arm before an approved peer how to give an ID, SQ, and IM injection. Always have a dose verified by peer before giving injections. Give an ID injection, observed by an approved peer. Give an SQ injection, observed by a peer. Give an IM injection to an adult, observed by an approved peer. Give an IM injection to an infant 0-15 months, observed by an approved peer.			
Mixing Medications from 2 Vials	Describe how you would prepare an injection of medication from two separate vials. Include in your description the name of the meds you are mixing.			
Drug Samples	How are drug samples managed? (Who monitors, how are they monitored, who can sign them out or prescribe them, where are they documented?, etc.)			
Narcotic Prescriptions	Explain the process that needs to be followed when a patient is picking up a script for a controlled substance (usually narcotics). How would you document this?			
Immunizations	When would you offer TDAP, Flu or HPV vaccine? Describe the administration process.			
Post-injections	How long is a patient required to wait after receiving an injection? What symptoms would you watch for? What would you do if a patient was having a reaction to the med?			
PATIENT CARE				
Abuse and Neglect: Adult	What are some signs and symptoms we need to be observant for that could indicate abuse or neglect in an adult? State what you would do if you observed these S & S.			
Patient Flow	Describe what you would do to ensure patient flow is maintained.			
OB	Describe how you would set up for a patient who is pregnant. Demonstrate placing a patient on NST and appropriate follow through with provider.			
Triage of Patients	Explain, in your own words, how triage is done.			
COMPUTER SKILLS				
E-Mail	Send an e-mail to someone in your department.			

Patient Face Sheet	Describe where the patient face sheet is located.			
Provider Schedules	Look up a specific provider's schedule. Have an approved peer verify. Document the process of how to schedule an appointment.			
Referrals	Describe the steps to send a referral: Gyn Onc, MFM, REI, PCP.			
Patient Schedule	Look up the next appointment a patient has in the computer. Have an approved peer verify your process.			
TELEPHONE				
Internal Call	Call someone within the clinic and have the receiver sign this CA.			
Transfer a Call	Transfer a call somewhere in the clinic and have the receiver sign your CA.			
FORMS				
Prescription Refill	Fax/scribe a prescription refill from a computer with approved peer observing.			
CRITICAL THINKING DOMAIN				
Provider-Related	Give an example explaining how you would prioritize tasks when two providers need your assistance. This may be a real or made-up scenario.			
Internal Customer-Related	An employee comes to you and complains of a sore throat with fever. What do you do?			
Internal Customer-Related	An employee comes to you and asks for samples of medication. What do you do?			
External Customer-Related	A patient calls and is upset because her Xanax was not filled. She lost her Rx and needs her medications. What would you do?			
External Customer-Related	What an example explaining what you tell a mother who wants to know the results of a daughter's test results: 1. Daughter is 12 years old. 2. Daughter is 18 years old.			
INTERPERSONAL DOMAIN				
Able to communicate instructions to a patient	Write an example of instructions you gave to a patient, or patient education you provided. Where are patient education materials kept? • Be able to provide brochures to providers upon request.			
THIS SECTION IS FOR LPN/RN				

IV Therapy and Medications	<ol style="list-style-type: none"> 1. What equipment would you gather for an IV start? 2. After starting an IV, what would you watch for? 3. Demonstrate for an approved peer peripheral IV start using a Jelco. 4. Demonstrate for an approved peer peripheral IV start using Butterfly. 5. Demonstrate for an approved peer the insertion of a heparin lock. 6. Demonstrate for an approved peer setting up an IV pump and programming for ordered amount of infusion time. Demonstrate how you would c set flow rate with manual regulation. 7. Demonstrate for an approved peer the proper technique for mixing and adding medication to an IV. 8. Demonstrate IV push med (RN only) for an approved peer. 9. Name 3 different IV solutions and state in what situation the solution may be used. 			
Catheters/Bladder Care	<ol style="list-style-type: none"> 1. Demonstrate for an approved peer the insertion of a foley catheter – female. 2. Demonstrate for an approved peer the insertion of a foley catheter – male. 3. Describe the procedure for bladder irrigation. Demonstrate for an approved peer. 4. Demonstrate a catheterization for residual urine for an approved peer. 5. Demonstrate for an approved peer a child using a “fem” catheter kit. 			
Front Desk				
Triaging phone call, appropriate referral to RN, non –urgent issues.				
Scheduling/Cancelling appointments				
Insurance verification				
Scanning files into patient chart				
Verifying insurance				

eligibility				
Collection of co-pays, unpaid balances				
Communicating with clinical MA of patient check in.				
Familiarity with standard forms in drawers (Front Desk, patient education brochures in drawer and close).				

This section is to be completed by supervisor:

With consideration of the employee's performance and Competency Assessment, this employee is competent to perform as a/an _____ on/in _____.

Yes No (*not yet deemed competent*)

<i>Action Plan</i>

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____