**Employee (Nursing) Skills/Competency Check List**

**Psychiatry**

**Crash Cart**

Location­­\_\_\_\_

 Use \_\_\_\_\_

**Procedures in performed in Clinic**

Injections of Haldol, Prolixin, Risperdal Consta, and Invega Sustenna\_\_\_

**Safety**

Fire Regulations \_\_\_

 Procedures for Codes of the HSC \_\_\_\_

 Location of the Floor Exits \_\_\_

 Location of the Fire Extinguisher \_\_\_\_

 Evacuation Procedure \_\_\_\_

**Accident and Incident Report**

Report an Accident to Supervisor \_\_\_\_

 If Incident involves a patient, report to physician also \_\_\_

 Fill out Occurrence Report \_\_\_

 Fill out Report of Injury Form \_\_\_

 Send Report of Injury form to Human Resources \_\_\_

**Nursing Care Procedures**

Obtain a history of medications, drug allergies \_\_\_

 Give medications as prescribed \_\_\_

 Record the time, site and route of the medication administered \_\_\_

 Document patient education \_\_\_

 Report to supervisor any patient needs or problems \_\_\_

 Awareness of possible hostile patients \_\_\_

**Charting**

Nursing Notes: signature \_\_\_

 Record patient teaching \_\_\_

**Cardiopulmonary Resuscitation**

Indications for calling the CPR Team \_\_\_

 Procedures for calling the CPR Team \_\_\_

 ABC’s of resuscitation \_\_\_

 Duties and responsibilities of clinic Team \_\_\_

**Miscellaneous**

Paging System: Overhead and within the clinic \_\_\_

 Paging physicians with personal beepers \_\_\_

 Calling physicians with cell phones \_\_\_

**Sources of Information**

Delmar’s Fundamental and Advanced Nursing Skills \_\_\_

 Department of Psychiatry Policy and Procedure Manual \_\_\_

 Reference Manual \_\_\_

 Library \_\_\_

 Conferences \_\_\_

 PowerChart \_\_\_

 Internet \_\_\_

 IDX \_\_\_

**Function of the Department**

Function of the Clinic \_\_\_

 Function of the Position \_\_\_

 Reporting Chain of Command \_\_\_

 Specific Duties of Position \_\_\_

 Performance Standards \_\_\_

 Work of others in the Department \_\_\_

**Hours of Work**

Starting Time \_\_\_

 Quitting Time \_\_\_

 Over Time Policy \_\_\_

 Holidays \_\_\_

 Meal Periods \_\_\_

 Breaks \_\_\_

 Covering for other Employees \_\_\_

 Time Sheets/ Leave Forms \_\_\_

 Requests for Time Off \_\_\_

**Responsibilities of Employee**

Report absences to supervisor \_\_\_

 Punctuality \_\_\_

 Performance \_\_\_

 Acceptable conduct \_\_\_

 Housekeeping and sanitation \_\_\_

 Safety \_\_\_

 Current Texas License (copy for personnel file) \_\_\_

 Current CPR certification (copy for personnel file) \_\_\_

 Confidentiality \_\_\_

**Special Departmental Rules**

Smoking Rules \_\_\_

 Use of Departmental Telephones for Personal Use \_\_\_

 Accepting of Supply Shipments \_\_\_

 Dress Code \_\_\_

**Emergency Codes of the HSC**

Blue \_\_\_

 Red \_\_\_

 Yellow \_\_\_

 Brown \_\_\_

 Green \_\_\_

 Black \_\_\_

 Pink \_\_\_

 White \_\_\_