



# Medical/Surgical RN/LPN Proficiency Skills Checklist

This skills checklist is to be used by RNs with more than one year of nursing experience in their specialty. It will be utilized by healthcare facilities as a determining factor in assignment approval and for skill assessment while on assignment. Please complete all sections thoroughly and accurately. This document will remain a permanent part of your HR file with Solutions Staffing until it is amended or replaced.

Date \_\_\_\_\_ Name (*print*) \_\_\_\_\_

**Key to Competency Levels**

0 – No Experience 1 – Minimal experience, need review and supervision, have performed at least once 2 – Comfortable performing with resource available 3 – Competent to perform independently and safely 4 – Expert, able to act as resource to others

<b>Standards of Care</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Maintains standards of nursing practice and professional conduct as determined by the licensing body and the practice setting					
Bases practice on the best evidence from nursing science and other sciences and humanities					
Makes decisions about actual or potential problems and strengths, plans performs interventions and evaluates outcomes					
Adheres to the ethical standards of the nursing profession					
Provides nursing services and collaborates with other members of the healthcare team in providing health care services					
Assumes primary responsibility for maintaining competence and fitness to practice.					
<b>Neurology</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Neuro Assessment / Vital Signs					
Glasgow Coma Scale					
Assist with Lumbar Puncture					
Intracranial Pressure Monitoring					
Halo Traction					
Pre /Post Neurological Surgery Care					
Seizure Precautions					
Documentation of seizures					
Shunts (ie. Ventriculoperitoneal)					
Use of Glasgow Scale					
Use of anticonvulsants:					
Oral					
IM					
IV					
Caring for Patient with:					
Open / closed head injury					
Aphasia					
Autonomic dysreflexia					
Cancer of the brain					
Craniotomy					
CVA					
Drug Overdose					
Impending D.T.'s					
Multiple Sclerosis					
Parkinson's					
Quadriplegia					
Seizure disorders					
Spinal Cord Injury					
CNS Infection					

<b>Cardiovascular</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Ability to perform 1 person rescue:					
(CPR) infant /child					
adult					
Defibrillation / Cardioversion					
Initiation of arrest procedure					
Administration of meds during arrest procedure					
Access heart sounds (normal vs abnormal)					
JVD					
Peripheral pulses					
Setup / Run 12 lead EKG					
Use of Cardiac Monitor					
Telemetry					
Basic Arrhythmia Interpretation					
Care of Patients with:					
Aneurysm					
Acute CHF					
Acute MI					
Cardiac Surgeries					
Pre/Post Cardiac Cath. / Angioplasty					
Pre/Post Cardiac Surgery					
CVA					
Femoral bypass/vascular procedure					
Pacemakers Temporary / Permanent					
Transplant / cardiac					
Carctidendarectomy					
<b>Vascular</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Draw Blood for Lab studies					
Admin blood / blood products					
Hyper alimentation / TPN					
Central Venous Lines (CVL)					
CVLs Dressing Change					
Hickman / Broviac Catheters					
Intake and Output					
Assess for Edema / Fluid Overload					
Peripheral Pulses					
Ultrasonic Doppler					
<b>Respiratory</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Assessing Lung Sounds					
Knowledge of abnormal & adventitious breath sounds					
Chest tube maintenance and care					
Administering Oxygen (Nasal Canula, Mask)					
Establish airway					
ETT Extubation					
Ventilate and Ambu-bag					
Suctioning					
Incentive spirometer					
Obtain Arterial Blood Gases (ABG's)					
Interpret ABG's					
Nebulizers					
BIPAP /CPAD					

Oxygen Therapy:					
Nasal cannula					
ET intubation / extubation					
Face mask					
Precautions					
Use of portable oxygen tank					
Pulmonary Hygiene					
Oral suctioning					
Tracheostomy suctioning					
Chest physiotherapy (CPT)					
Determining proper catheter size					
Thoracentesis					
Tracheostomy:					
Cleaning of inner cannula					
Changing of trach or tube					
Emergency management of					
S&S of infection					
Skin Care					
Dressing changes					
Care of Patients with:					
AIDS					
ARDS					
Asthma / wheezing					
CA of lung					
COPD					
Emphysema					
Pneumonia					
Pneumothroax					
Pre / Post Thoracic Surgery					
Pulmonary Edema					
Pulmonary Emboli					
Tuberculosis					
Transplant / pulmonary					
Tracheotomy					
<b>Gastrointestinal</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Assessing Bowel Sounds					
Identifying Abnormalities					
Stool Tests					
Inserting /Maintaining Feeding Tubes					
Administering Tube Feedings					
Checking Tube Feeding Residuals					
Inserting /Maintaining Intermittent & Continuous Suction NG Tubes					
Checking Tube Feeding and NG Tube Placement					
Paracentesis					
Abdominal Wounds or Infections					
Pre /Post-Op GI Surgery					
Ileostomy /Colostomy and Drain Care					
Edemas					
Dehiscence					
Caring for Patient on Total Parenteral Nutrition					

Care of Patients with:					
Anorexia					
Bowel Disease					
Cancer of the Colon					
Cancer of the Esophagus					
Cancer of the Rectum					
GI Bleeds					
Hepatic Encephalopathy					
Hepatitis					
Inflammatory bowel disease					
Liver Failure					
Liver Transplant					
<b>Genitourinary /Renal</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Straight / Foley Cath Female					
Straight / Foley Cath Male					
Obtain / Instruct Clean Catch Urine					
Suprapubic Tube					
Nephrostomy Tube					
GU Irrigations					
Lleostomy care					
Intermittent Catheterization					
S & S of UTI					
Tidal Drainage					
Urinary diversions (Ileo-conduit)					
Care of Patients with:					
AV Shunt / fistula					
Bladder disease					
Cancer of the Kidney					
Cancer of the prostate					
Femaie reproductive organ cancer					
Hysterectomy					
Nephrectomy					
Renal Failure : Acute, Chronic					
Renal Transplant					
Transurethral resection					
Post Renal/Genitourinary Surgery					
Caring for Patients Recovering from Peritoneal Dialysis					
Caring for Patients Recovering from Hemodialysis					
Assessing Fluid and Electrolyte Problems					
Knowledge of UA valves					
Managing Urostomy					
Placing Condom Catheter					
Collecting Specimens					
<b>Endocrine</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Caring for the Diabetic Patient					
ADA Diet					
Capillary Blood Glucose Testing					
Foot Care					
Infection Prevention					
Insulin Prep and administration					
Insulin Site rotation and education					
Skin Care					

S&S hypo/hyperglycemia					
Urine glucose testing					
Use of blood test meters					
Administering IV Insulin Drip					
Hormone Therapy					
Dialysis					
Hemo					
Peritoneal					
<b>Musculoskeletal</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Amputation / Stump care					
Arthroscopy / Arthrotomy					
Assist in use of Prosthetic devices					
Body Casts					
Bucks extension					
Care of patient on CPM					
Cast Care					
Cast / Splint application and removal					
Circo-electric bed					
Crutch Walking					
Range of Motion					
Spika Cast					
TENS					
Traction					
Skin					
Skeletal					
Transfers:					
Documentation of wounds					
Preventative skin care					
Sterile dressing Changes					
Use of Braden Scale					
Wound enzyme debriders					
Wound irrigations					
Caring for Patient with:					
Amputation					
Arthritic disease					
Burns					
Decubitus ulcers					
Gun Shot					
Hip Replacement					
Incisions					
Knee Replacement					
Laminectomy					
Trauma Fractures:					
Closed					
Compound					
Skin Cancer					
Stab Wounds					
<b>Oncology</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Caring for AIDS patient					
Isolation /Universal Precautions					
Pain Management					
Mixing /Administering Chemo Agents					

Bone Marrow Transplant					
<b>Medication and Administration</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Knowledge of Indications, Actions, Contraindications, Side Effects, Methods of Administration, Calculation of Dose, Rate of Infusion, Caring for and Monitoring Patient Receiving the Following:					
Acetaminophen (Tylenol)					
Acetylsalicylic Acid (Aspirin)					
Amioderone					
Antibiotics					
Beta Blockers					
Calcium Channel Blockers					
Cimetidine (Tagamet)					
Codeine					
Dexamethasone (Decadron)					
Diazepam (Valium)					
Digoxin (Lanoxin)					
Dopamine					
Doputamine					
Duramorph					
Furosemide (Lasix)					
Heparin					
Insulin : IV / SL					
Levophed					
Lorazepam (Ativan)					
Morphine : IM / IV					
Naloxone (Narcan)					
Nitroglycerine : SL / IV					
Phenytoin (Dilantin) : PO / IV					
Potassium Chloride					
Theophylline					
Verapamil (Calan)					
Warfarin (Coumadin)					
Inhalers					
Oral Medications					
Topical Medications					
Suppositories:					
Vaginal					
Rectal					
Ordering Meds					
<b>Miscellaneous</b>					
Admit & Orient Patients					
Discharge patients					
Supervise Unlicensed Personnel					
Vital sign monitoring					
Pulse Oximetry					
Urine Dipstick					
Blood Glucose Monitoring					
Wound Care / Debridement					
Dressing Changes					
Wound Drains (JP / Hemovac)					
Positioning / Transferring					
Restraints					
Isolation Techniques					

Advance Directives					
Post Anesthesia Care:					
General					
Spinal					
Block					
Caring for Burn Patient					
Inserting IV's					
Setting up for Cut Down					
Administering and Monitoring of IV Anticoagulants					
Administering Blood and Blood Products					
Obtaining Central Venous Blood					
Knowledge of Serum Lab Values Including:					
Chemistry					
CBC					
Serum Drug Levels					
Caring for Drains /Tubes (i.e. Hemovac)					
IV Therapy					
Obtaining Peripheral Venous Blood					
Monitoring and Assessing I & O					
Performing Complex Dressing Changes					
Using PCA System					
Using SCD or Venidyne Devices					
Using PICC, Hickman, Central Line					
Providing for Safe Patient Environment					
<b>Experience areas (record years/months of previous experience. Check all that apply.)</b>					
<input type="checkbox"/> Medical/Surgical	Years:	Months:	<input type="checkbox"/> Pediatrics	Years:	Months:
<input type="checkbox"/> Telemetry	Years:	Months:	<input type="checkbox"/> Hospice	Years:	Months:
<input type="checkbox"/> Ortho	Years:	Months:	<input type="checkbox"/> Oncology	Years:	Months:
<input type="checkbox"/> Rehabilitation	Years:	Months:	<input type="checkbox"/> General Medicine	Years:	Months:
<input type="checkbox"/> Clinic	Years:	Months:	<input type="checkbox"/> General Surgery	Years:	Months:
<input type="checkbox"/> Alzheimer's	Years:	Months:	<input type="checkbox"/> Adult Psychiatry	Years:	Months:
<input type="checkbox"/> Urgent Care	Years:	Months:	<input type="checkbox"/> Child Psychiatry	Years:	Months:
<input type="checkbox"/> Urology	Years:	Months:	<input type="checkbox"/> ICF	Years:	Months:
<input type="checkbox"/> Skilled LTC	Years:	Months:	<input type="checkbox"/> Neurology	Years:	Months:
<input type="checkbox"/> Mother-Baby	Years:	Months:	<input type="checkbox"/> Research	Years:	Months:
<input type="checkbox"/> Other	Years:	Months:	<input type="checkbox"/> Other	Years:	Months:

Certifications	
<input type="checkbox"/> Oncology	<input type="checkbox"/> IV Certified
<input type="checkbox"/> ACLS	<input type="checkbox"/> Charge Experience
<input type="checkbox"/> Telemetry	<input type="checkbox"/> Other

**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-LPN Skills Checklist to the Client facilities in relation to consideration of employment as a Traveler with those facilities as indicated by my signature below:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date