Competency Checklist

<table>
<thead>
<tr>
<th>Date:</th>
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</thead>
<tbody>
<tr>
<td>Employee Name:</td>
<td></td>
</tr>
<tr>
<td>Preceptor/Evaluator’s Name</td>
<td></td>
</tr>
<tr>
<td>Competency:</td>
<td>Critical Value Reporting and Documentation</td>
</tr>
</tbody>
</table>

INDICATORS OF PERFORMANCE LEVEL SUMMARY

<table>
<thead>
<tr>
<th>How Met</th>
<th>Level of Competency</th>
</tr>
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<tbody>
<tr>
<td>O</td>
<td>1 Below expected standards</td>
</tr>
<tr>
<td>V</td>
<td>2 Fully meets standards</td>
</tr>
<tr>
<td>T</td>
<td>3 Well above standards. May precept peers</td>
</tr>
<tr>
<td>NA</td>
<td>Not applicable</td>
</tr>
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If overall performance or competency is rated below the minimum competency level of 2, that performance or competency must be reassessed within 30 days of this review.

The employee demonstrates skills and competence in the following:

**Point of Care Testing Blood Glucose**

- “Reviewed Critical Value Policy No. LAB-WAIVED TESTING - 601-001"
- Obtain critical value Test Report or received call from Laboratory/Radiology Personnel
- Clarification of Critical Value Test Report to lab personnel.
- Documented critical value received in the Patient Care notes, using the critical value template, Document:
  - Critical value time received
  - Value Reported
- Follow Critical Care Unit logging process (log book)
  - Critical Value Test report (Name of test)
  - Date/Time received
  - Date/Time Primary MD or LIP notified
  - Read back verified MD/LIP orders process
  - Intervention/Timely manner
- Nursing Intervention is documented in the Patient care notes.
  - Dr. value was reported
  - Orders given
- Hand–Off Communication to Personnel regarding Critical Value On-coming.
- Nursing Documentation is reviewed for accuracy in timely manner.

- Employee is competent to perform the above tasks independently and without supervision
- Employee’s level of competence is below 2. Reassess competency on: ________________________________

Employee’s Signature

Evaluator’s Signature