



## Competency Checklist

<b>Date:</b>	
<b>Employee Name:</b>	
<b>Preceptor/Evaluator's Name</b>	
<b>Competency:</b>	<b>Demonstrates Knowledge Regarding the Department Specific Right to Know Policy</b>

### INDICATORS OF PERFORMANCE LEVEL SUMMARY

How Met		Level of Competency	
O	Direct Observation/Return Demonstration	1	Below expected standards
V	Verbalization/Discussion	2	Fully meets standards
T	Test	3	Well above standards. May precept peers
NA	Not applicable		

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:	How Met	Level of Competency 1 2 3	Evaluated by:
Reviewed "Department and Specific Right to Know" policy # SAF-765-300			
1. The chemical and common names of the substance, unless claimed as trade secret by the manufactures.			
2. The location of the substance in the workplace			
3. First aid treatment and antidotes in case of overexposure			
4. Proper and safe; handling practices.			
5. The adverse health effects of the substance.			
6. Appropriate emergency procedures.			
7. Proper procedures for clean-up of leaks and spills.			
8. Potential for flammability, explosion and/or reactivity			
9. MSDS Online			

My supervisor/Charge Nurse/Preceptor explained the above information to me. I understand my rights under the Right to Know Law under Florida Statutes.

- 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	