

Master Competency Checklist

Employee Name:	
Preceptor/Evaluator's Name:	

THE EMPLOYEE DEMONSTRATES KNOWLEDGE REGARDING:	Date of Completion	Evaluated by:
Appropriate Infection Control and OSHA Guidelines in the Workplace		
Blood and Body Fluid Spill Clean Up		
Department Specific Right to Know		
SKILL SETS:		
Accessing and Care of CVP Line		
Accessing and Care of Dialysis Port		
Accessing and Care of PICC Line		
Accessing and Care of Port-a-Cath		
Administering a Subcutaneous Injection		
Administering a Subdermal and/or Intradermal Injection		
Administering an Intramuscular Injection utilizing z-track		
Administration of Blood & Blood Products		
Bladder Irrigation		
Chest Tube Care		
Code Blue, Rapid Response and Crash Cart		
Defibrillator Setup and Use		
Enema Administration		
Foley Catheter Insertion and Removal		
Hand Washing		
Ileal Conduit, Care and Maintenance of Appliance		
IV Insertion and Removal		
IV Therapy Set Up and Administration		
Medication Administration		
Medication Administration, IV Push		
Nasogastric Tube Insertion & Removal		
Ostomy, Care and Maintenance of Appliance		
Patient Assessment and Reassessment		
Restraint and Seclusion		
Specimen Collection – Clean Catch		
Specimen Collection – Sputum		
Specimen Collection – Stool		
Specimen Collection – Urinary Catheter		
Sterile Dressing Change		
Suctioning an Oral Airway		
Tracheostomy Care and Suctioning		
Tube Feeding, Administration of		
Vital Sign Assessment - Blood Pressure		
Vital Sign Assessment - Temperature		
Vital Sign Assessment - Peripheral Pulse		
Vital Sign Assessment - Respiration		
PERFORMED ONLY ON INITIAL HIRE:		

Discharge of Patient		
Exit Care		
HMS Processes		
PERFORMED BY LABORATORY ON INITIAL HIRE AND ANNUALLY:		
Accu-Check Inform System Glucose Meter (Nursing Handbook)		
Measuring Blood Glucose		
Critical Value Reporting and Documentation		

Employee is competent to perform the above tasks independently and without supervision

Employee's level of competence is below 2. Reassess competency on: _____

Comments:

Employee's Signature:	
Preceptor/Evaluator's Name:	