**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 \_\_\_