



MED/SURG SKILLS CHECKLIST

Please enter your full legal name as it appears on your Social Security Card.

First Name:

Last Name:

Date:

Job Description: Staff Nurse - RN Medical Surgical

Evaluates, may create and implement patient plan of care, and documents all nursing care for the assigned patient(s). May assist doctors, NP's, PA's, during examinations and procedures. Administers medications within the scope of practice of the registered nurse. Establish patient care goals and provides necessary teaching to patient and family to understand condition, medications, and self-care skills. Requires a minimum of an associate's degree and a license in the state of employment as a registered nurse. Utilizes one's experience and judgment to plan and accomplish goals. Performs a variety of tasks and direct patient care. Reports to a manager or charge nurse of the designated unit.

KEY: For each criteria

Score 1: Two plus years Expert Experience

Score 2: One-Two Years Current Experience

Score 3: Less than one year or Intermittent Experience

Score 4: Theory, no experience

CRITERIA	SCORE			
	1	2	3	4
CARDIOVASCULAR				
<i>Assessment</i>				
Auscultation (rate, rhythm)				
Blood pressure/non-invasive				
Doppler				
Heart sounds/murmurs				
Pulses/circulation checks				
<i>Equipment and Procedures</i>				
A) Telemetry				
(1) Basic 12 lead interpretation				
(2) Basic arrhythmia interpretation				
(3) Lead placement				
B) Pacemaker				
(1) Permanent				
(2) Temporary				
<i>Care of the patient with:</i>				
Abdominal aortic bypass				
Aneurysm				
Angina				
Cardiac arrest				
Cardiomyopathy				
Carotid endarterectomy				
Congestive heart failure (CHF)				
Femoral-popliteal bypass				
Myocarditis				
Post acute MI (24 - 48 hrs)				
Post angioplasty				
Post cardiac cath				
Post cardiac surgery				
Thrombophlebitis				
<i>Medications</i>				

Heparin drip	
Oral anticoagulants	
Oral & IVP antihypertensives	
Oral & topical nitrates	
PULMONARY	
<i>Assessment</i>	
Breath sounds	
Rate and work of breathing	
<i>Interpretation of lab results</i>	
Blood chemistry	
Blood gases	
<i>Equipment and Procedures</i>	
A) Airway management devices/suctioning	
1) Endotracheal tube/suctioning	
2) Nasal airways /suctioning	
3) Oropharyngeal/suctioning	
4) Sputum specimen collection	
5) Tracheostomy/suctioning	
B) Assist with intubation	
C) Assist with thoracentesis	
D) Care of the patient on a ventilator	
E) Care of the patient with a chest tube	
1) Assist with set-up and insertion	
2) Measuring and emptying	
3) Removal	
F) Chest physiotherapy	
G) Incentive spirometry	
H) O2 therapy & medication delivery systems	
1) Bag and mask	
2) External CPAP	
3) Face masks	
4) Inhalers	
5) Nasal cannula	
6) Portable O2 tank	
7) Trach collar	
I) Oximetry	
<i>Care of patient with</i>	
Bronchoscopy	
COPD	
Fresh tracheostomy	
Lobectomy	
Pneumonectomy	
Pneumonia	
Pulmonary embolism	
Thoracotomy	
Tuberculosis	
NEUROLOGICAL	
<i>Assessment</i>	
Glasgow coma scale	
Level of consciousness	
<i>Equipment and procedures</i>	
Assist with lumbar puncture	

Use of hyper/hypothermia blanket	
<i>Care of the patient with</i>	
Aneurysm precautions	
Basal skull fracture	
Closed head injury	
Coma	
CVA	
DT's	
Encephalitis	
Externalized VP shunts	
Meningitis	
Neuromuscular disease	
Post craniotomy	
Seizures	
Spinal cord injury	
Administration of anticonvulsants	
ORTHOPEDICS	
<i>Assessment</i>	
Circulation checks	
Gait	
Range of motion	
Skin	
<i>Equipment and procedures</i>	
Continuous passive motion devices	
Support devices	
1) Cane	
2) Cervical collar	
3) Gait belt	
4) Prosthetic	
5) Sling	
6) Transfer boards	
7) Walker	
8) Wheelchair	
Traction	
<i>Care of patient with</i>	
Amputation	
Arthroscopic surgery	
Cast	
Osteoporosis	
Pinned fractures	
Rheumatic/arthritis disease	
Total hip replacement	
Total knee replacement	
GASTROINTESTINAL	
<i>Assessment</i>	
Abdominal/bowel sounds	
Fluid balance	
Nutritional	
Interpretation of blood chemistry	
<i>Equipment and procedures</i>	
A) Administration of tube feeding	
1) Feeding pump	

2) Gravity feeding	
3) Saline lavage	
B) Flexible feeding tube (ie: Corpak, Dobhoff)	
C) Management of	
1) Gastrostomy tube	
2) Jejunostomy tube	
3) T-tube	
D) Placement of nasogastric tube	
E) Salem sump to suction	
<i>Care of patient with</i>	
Bowel obstruction	
Colostomy/ileostomy	
GI Bleeding	
GI surgery	
Hepatitis	
Inflammatory bowel disease	
Invasive diagnostic testing	
Liver failure	
Paralytic ileus	
RENAL / GENITOURINARY	
<i>Assessment</i>	
Arterio venous fistula/shunt	
Fluid balance	
<i>Interpretation of lab results</i>	
BUN and creatinine	
Electrolytes	
<i>Equipment and procedures</i>	
A) Insertion and care of straight and Foley catheter	
1) Female	
2) Male	
B) Catheter care	
1) 3-way Foley	
2) Supra-pubic	
C) Bladder irrigations	
1) Continuous	
2) Intermittent	
D) Specimen collection	
1) Routine	
2) 24 hour	
<i>Care of patient with</i>	
Hemodialysis	
Nephrectomy	
Peritoneal dialysis	
Renal failure	
Renal transplant	
TURP	
Urinary diversion/ileal conduit nephrostomy	
Urinary tract infection	
ENDOCRINE / METABOLIC	
<i>Assessment</i>	
S/S diabetic coma	
S/S insulin reaction	

<i>Equipment and procedures</i>	
A) Blood glucose monitoring	
1) Electronic measuring device: type	
2) Performing finger stick	
3) Visual blood glucose strips	
B) Indwelling insulin pump	
<i>Care of patients with</i>	
Diabetes mellitus	
Disorders of adrenal gland (Addison's disease)	
Disorders of pituitary gland (Diabetes insipidus)	
Hyperthyroidism (Grave's disease)	
Hypothyroidism	
Thyroidectomy	
<i>Medications (administration and teaching)</i>	
Insulin	
Oral Hypoglycemics	
Steroids	
Thyroid	
WOUND MANAGEMENT	
<i>Assessment</i>	
Skin for impending breakdown	
Stasis ulcers	
Surgical wound healing	
<i>Equipment and procedures</i>	
Air fluidized, low airloss beds	
Sterile dressing changes	
Wound/care/irrigations	
<i>Care of patient with</i>	
Burns	
Pressure sores	
Staged decubitus ulcers	
Surgical wounds with drain(s)	
Traumatic wounds	
ONCOLOGY	
<i>Assessment</i>	
Nutritional status	
Pain control	
<i>Interpretation of lab results</i>	
Blood chemistry	
Blood counts	
<i>Equipment and procedures</i>	
Reverse isolation	
<i>Care of patient with</i>	
Bone marrow transplant	
Fresh oncologic surgery	
Inpatient chemotherapy	
Inpatient hospice	
Leukemia	
Radiation implant	
Medications: Chemotherapy certification?	
INFECTIOUS DISEASES	
<i>Interpretation of lab results</i>	

Blood count	
<i>Equipment and procedures</i>	
Fever management	
Isolation	
<i>Care of the patient with</i>	
AIDS	
Hepatitis	
Lyme Disease	
PHLEBOTOMY / IV THERAPY	
<i>Equipment and procedures</i>	
A) Administration of blood/blood products	
1) Albumin	
2) Cryoprecipitate	
3) Packed red blood cells	
4) Plasma	
5) Whole blood	
B) Drawing blood from central line	
C) Drawing venous blood	
D) Starting IVs	
1) Angiocath	
2) Butterfly	
3) Heparin lock	
<i>Care of the patient with</i>	
A) Central line/catheter/dressing	
1) Broviac	
2) Groshong	
3) Hickman	
4) Portacath	
5) Quinton	
B) Peripheral line/dressing	
PAIN MANAGEMENT	
Assessment of pain level/tolerance	
<i>Care of the patient with</i>	
Epidural anesthesia/analgesia	
IV conscious sedation	
Narcotic analgesia	
Patient controlled analgesia (PCA pump)	

AGE SPECIFIC CARE				
Please indicate the frequency with which you provide care for each age group in this specialty area.	1	2	3	4
Infant (Birth to 1 year)				
Toddler (1-3 years)				
Pre-school (3-6 years)				
School Age (6-12 years)				
Adolescent (12-18 years)				
Young Adult (18-30 years)				
Mature Adult (30-60 years)				
Elderly (>60 years)				

JCAHO: I acknowledge and understand JCAHO's list of "Do Not Use Abbreviations" :

The information I have given is true and accurate to the best of my knowledge. I have read and fully understand the job description. By signing below or submitting electronically, I attest that the information provided within this skills checklist represents a full and complete disclosure of information, and is true and correct to the best of my knowledge and belief. I hereby authorize Sagent Healthstaff to release this skills checklist to client facilities for employment purposes.

I agree with the above statements. :

Signature: (please type your full name) :

Date: