



INITIAL SKILL/EQUIPMENT COMPETENCY CHECKLIST (CLINICAL/NON-CLINICAL)

Associate _____ Department _____

Job Title Telemetry Tech Evaluation Period _____

Instructions: Record each activity to be evaluated. Assessment of “Meets Expectations” indicates the individual meets the performance expectations for the skill/competency. A rating of “Does Not Meet” requires documentation of an action plan for correction, a repeat evaluation, and a competency demonstration within 30-90 days. Note any relevant comments in the adjacent column.

SKILL/PROCEDURE/EQUIPMENT	DATE OBSERVED/ REVIEWED BY** (Initials)	M = MEETS EXPECTATIONS DNM = DOES NOT MEET EXPECTATIONS R = REVIEWED, ABLE TO FIND RESOURCES N/A = NOT APPLICABLE				COMMENTS/ACTION PLAN
I. COMMUNICATES PERTINENT INFORMATION TO THE HEALTH CARE TEAM:						
A. Interacts with patients, visitors, physicians/APRN, co-workers, Nurse Managers and interdisciplinary team in professional manner utilizing AIDET® communication model.		M	DNM	R	N/A	
B. Performs timely and accurate documentation.		M	DNM	R	N/A	
C. Utilizes military time		M	DNM	R	N/A	
D. Reports to next shift, including Telemetry Log		M	DNM	R	N/A	
E. Utilizes assignment sheets		M	DNM	R	N/A	
F. Demonstrates understanding of Buddy System		M	DNM	R	N/A	
II. DEMONSTRATES PROFESSIONAL RESPONSIBILITY UTILIZING VISION & VALUES BY OBSERVING:						
A. Chain of command		M	DNM	R	N/A	
B. Confidentiality		M	DNM	R	N/A	
1. Disclosure of protected health information (PHI)		M	DNM	R	N/A	
2. Disposal of PHI		M	DNM	R	N/A	
3. Limited EPIC access to business based reasons		M	DNM	R	N/A	
C. Dress Code		M	DNM	R	N/A	
D. Employee Handbook Rules and Regulations		M	DNM	R	N/A	
E. Staffing Guidelines		M	DNM	R	N/A	

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F. Safety Representative		M	DNM	R	N/A	
G. Care team delivery system		M	DNM	R	N/A	
H. Patient Rights		M	DNM	R	N/A	
I. Population specific needs: 1. Pediatric 2. Adolescent 3. Adult 4. Older Adult 5. Special need individuals (vision, speech, hearing, physical and mental impairments; non English speaking)		M M M M M	DNM DNM DNM DNM DNM	R R R R R	N/A N/A N/A N/A N/A	
J. Completes Population Served Competency Checklist (located in pathways)		M	DNM	R	N/A	
K. Completes EKG training: 1. Classroom training 2. Passes EKG test 3. Completes training CD for Monitoring System (Phillips) 4. Locates & utilizes Telemetry Manual (Phillips)		M M M M	DNM DNM DNM DNM	R R R R	N/A N/A N/A N/A	
L. Demonstrates Effective Time Management		M	DNM	R	N/A	
M. Knows and follows Job Description		M	DNM	R	N/A	
N. Recognizes responsibilities/roles of: 1. Team leader 2. Charge nurse 3. RN 4. LPN 5. Clerical coordinator 6. Social worker 7. Case manager 8. Utilization review nurse		M M M M M M M M	DNM DNM DNM DNM DNM DNM DNM DNM	R R R R R R R R	N/A N/A N/A N/A N/A N/A N/A N/A	
O. P.I. studies 1. Identifies unit based and organization-wide studies.		M	DNM	R	N/A	
P. HCAHPS 1. Identifies unit specific and system wide efforts related to customer satisfaction.		M	DNM	R	N/A	

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Q. Core Measures (performs appropriate tasks/documentation to meet core measures as appropriate for tele role and pt): <ol style="list-style-type: none"> 1. Perinatal 2. Acute MI 3. SCIP 4. Influenza 5. VTE 6. Stroke 7. ED Throughput 8. Tobacco/Screening/Counseling/Treatment 		<table border="0"> <tr><td>M</td><td>DNM</td><td>R</td><td>N/A</td></tr> <tr><td>M</td><td>DNM</td><td>R</td><td>N/A</td></tr> <tr><td>M</td><td>DNM</td><td>R</td><td>N/A</td></tr> <tr><td>M</td><td>DNM</td><td>R</td><td>N/A</td></tr> <tr><td>M</td><td>DNM</td><td>R</td><td>N/A</td></tr> <tr><td>M</td><td>DNM</td><td>R</td><td>N/A</td></tr> <tr><td>M</td><td>DNM</td><td>R</td><td>N/A</td></tr> <tr><td>M</td><td>DNM</td><td>R</td><td>N/A</td></tr> </table>	M	DNM	R	N/A	M	DNM	R	N/A	M	DNM	R	N/A	M	DNM	R	N/A	M	DNM	R	N/A	M	DNM	R	N/A	M	DNM	R	N/A	M	DNM	R	N/A																																					
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III. <u>LOCATES AND UTILIZES:</u>																																																																							
A. Policy (Compliance 360)		M DNM R N/A																																																																					
B. Intranet Access for: <ol style="list-style-type: none"> 1. ICARE 2. Netlearning 3. Pathways 4. Self Serve 5. Kronos 6. Success Factors 7. Midas RDE 8. Corporate Compliance 9. Employee Injury Report 10. OPIM Exposure Incident Report 11. Biomed/Clinical Engineering Work Request Application 12. IS Support Request 13. Other _____ 		<table border="0"> <tr><td>M</td><td>DNM</td><td>R</td><td>N/A</td></tr> <tr><td>M</td><td>DNM</td><td>R</td><td>N/A</td></tr> <tr><td>M</td><td>DNM</td><td>R</td><td>N/A</td></tr> <tr><td>M</td><td>DNM</td><td>R</td><td>N/A</td></tr> <tr><td>M</td><td>DNM</td><td>R</td><td>N/A</td></tr> <tr><td>M</td><td>DNM</td><td>R</td><td>N/A</td></tr> <tr><td>M</td><td>DNM</td><td>R</td><td>N/A</td></tr> <tr><td>M</td><td>DNM</td><td>R</td><td>N/A</td></tr> <tr><td>M</td><td>DNM</td><td>R</td><td>N/A</td></tr> <tr><td>M</td><td>DNM</td><td>R</td><td>N/A</td></tr> <tr><td>M</td><td>DNM</td><td>R</td><td>N/A</td></tr> <tr><td>M</td><td>DNM</td><td>R</td><td>N/A</td></tr> <tr><td>M</td><td>DNM</td><td>R</td><td>N/A</td></tr> <tr><td>M</td><td>DNM</td><td>R</td><td>N/A</td></tr> <tr><td>M</td><td>DNM</td><td>R</td><td>N/A</td></tr> <tr><td>M</td><td>DNM</td><td>R</td><td>N/A</td></tr> <tr><td>M</td><td>DNM</td><td>R</td><td>N/A</td></tr> </table>	M	DNM	R	N/A	M	DNM	R	N/A	M	DNM	R	N/A	M	DNM	R	N/A	M	DNM	R	N/A	M	DNM	R	N/A	M	DNM	R	N/A	M	DNM	R	N/A	M	DNM	R	N/A	M	DNM	R	N/A	M	DNM	R	N/A	M	DNM	R	N/A	M	DNM	R	N/A	M	DNM	R	N/A	M	DNM	R	N/A	M	DNM	R	N/A	M	DNM	R	N/A	
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C. Time Clock Processes & exception forms/binder		M DNM R N/A																																																																					
D. Staff Meetings		M DNM R N/A																																																																					
E. Unit Specific Reference Materials		M DNM R N/A																																																																					
F. Outlook: <ol style="list-style-type: none"> 1. Checks email frequently 2. Demonstrates ability to change password 		<table border="0"> <tr><td>M</td><td>DNM</td><td>R</td><td>N/A</td></tr> <tr><td>M</td><td>DNM</td><td>R</td><td>N/A</td></tr> </table>	M	DNM	R	N/A	M	DNM	R	N/A																																																													
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G. Pneumatic Tube System <ol style="list-style-type: none"> 1. Sends tubes 2. Receives tubes 		<table border="0"> <tr><td>M</td><td>DNM</td><td>R</td><td>N/A</td></tr> <tr><td>M</td><td>DNM</td><td>R</td><td>N/A</td></tr> </table>	M	DNM	R	N/A	M	DNM	R	N/A																																																													
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IV. DEMONSTRATES PROPER USAGE, APPLICATION, CLEANING & TROUBLESHOOTING EQUIPMENT:						
A. Phone System (single vs multi-line) 1. Utilizes appropriate phone etiquette 2. Correctly accesses voicemail		M	DNM	R	N/A	
		M	DNM	R	N/A	
B. Intercom/Nurse Call/Wireless Phones 1. Phone sign-out log (as applicable to unit) a. Initiates b. Maintains c. Assures all accounted for at end of shift d. Assures batteries are charged		M	DNM	R	N/A	
		M	DNM	R	N/A	
		M	DNM	R	N/A	
		M	DNM	R	N/A	
C. Responds to call lights & informs nurse, CNA or appropriate person of patient needs.		M	DNM	R	N/A	
D. Desk area: 1. Cleans computer 2. Keep area clean and organized		M	DNM	R	N/A	
		M	DNM	R	N/A	
E. Cardiac monitors (Phillips Telemetry Monitoring System) 1. Correctly attaches leads 2. Monitors rhythm (as appropriate to job description) 3. Communicates changes to RN on patient's EKG rhythm strip in timely manner a. Prints strip & write name of nurse notified on strip print-out. b. Place strip in patient's chart 4. Demonstrates cleaning processes 5. Maintains cables 6. Changes 9volt batteries correctly 7. Keeps EKG rhythm log 8. Completes telemetry documentation & care of monitoring system for admissions, transfers, discharges. 9. Runs EKG strip every 12 hrs on all patients a. Performs measurements b. Documents measurements & interpretation c. Scans into the medical record d. Checks to verify document was entered correctly 10. Assures that all telemetry monitors are accounted for at the end of his/her shift		M	DNM	R	N/A	
		M	DNM	R	N/A	
		M	DNM	R	N/A	
		M	DNM	R	N/A	
		M	DNM	R	N/A	
		M	DNM	R	N/A	
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V. <u>OBSERVES SAFETY BY COMPLYING WITH POLICY/PROCEDURE & RELATED INTERVENTIONS FOR:</u>						
A. Smoking Regulations		M	DNM	R	N/A	
B. Two patient identifiers – verifies both when performing tasks		M	DNM	R	N/A	
C. Critical Alert Lab Results – notifies nurse 1. Call nurse to take results		M	DNM	R	N/A	
VI. <u>OBSERVES INFECTION CONTROL PRACTICES</u>						
A. Hand Hygiene (must demonstrate skills): 1. When hands are visibly dirty 2. Before eating & after using a restroom 3. Before direct contact with a patient 4. After contact with a patient's intact skin 5. Before donning sterile gloves 6. After removing gloves or other PPE 7. After contact with body fluids or secretions, mucous membranes, non-intact skin and wound dressings 8. When moving from a contaminated body site to a clean body site during patient care 9. After contact with inanimate objects in the immediate vicinity of the patient (e.g. items likely to be touched by the patient)		M	DNM	R	N/A	
B. Obtaining supplies (blankets, ice, beverage, etc.) for patients as needed, verifying with nurse or chart any specific restrictions.		M	DNM	R	N/A	
C. Sets up room on patient arrival (as appropriate) 1. Zero-out bed scale 2. Greet patient & introduce self 3. Deliver fresh water pitcher/drinking cup (if appropriate for patient) 4. Turn TV to Care Channel		M	DNM	R	N/A	
D. Standard Precautions		M	DNM	R	N/A	
E. Contact Precautions (aware of precautions)		M	DNM	R	N/A	
F. Droplet Precautions (aware of precautions)		M	DNM	R	N/A	
G. Airborne Precautions (aware of precautions)		M	DNM	R	N/A	



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H. Cleaning/Disinfection of Equipment as needed		M DNM R N/A	

*Skills specific to licensure are to be reviewed by someone of like discipline.

Initials	Signature	Title

Initials	Signature	Title

Date: _____ Associate Signature: _____

Date: _____ Manager Signature: _____