



Competency/Skills Self-Appraisal: Ambulatory Care Clinic

RN LPN

Name _____

Date _____

Please check the column that applies to your skill level:
 3= Very Competent > 1yr Exp. 2=Some Help needed <1 yr. Exp. 1=Need Direction <6 months Exp. 0=Never Done

SKILLS	3	2	1	0	SKILLS	3	2	1	0
▪ BCLS Expires:					▪ Patient/caregiver education				
▪ ACLS Expires:					▪ Scheduling outside diagnostics appointments				
▪ RNC Date:					▪ Referral process				
▪ Other Certification (specify): _____					▪ Scheduling hospitalization				
▪ Computerized Charting System (specify) _____					▪ Assist with routine health services				
▪ Medication Administration System (specify) _____					▪ Assist with first aid				
1. AGE SPECIFIC PRACTICE CRITERIA:					▪ Initiate emergency procedures				
▪ Newborn/Neonate (birth to 30 days)					▪ Supervise unlicensed personnel				
▪ Infant (30 days to 1 year)					▪ Medical terminology				
▪ Toddler (1 -3 years)					▪ Bookkeeping/credit/collections				
▪ Preschooler (3-5 years)					▪ Office management				
▪ School Age Children (5-12 years)					▪ Insurance and coding				
▪ Adolescent (12-18 years)					▪ Computer system (specify): _____				
▪ Young Adults (18-39 years)					▪ Office machines – fax/ copier/etc				
▪ Middle Adults (39-64 years)					▪ Restraint Application/Procedures/Safety				
▪ Geriatric (64 +)					▪ Use of transfer/lift devices				
2. EXPERIENCE WITH AGE GROUPS:					▪ Universal precautions/infection control				
▪ Able to adapt care to incorporate normal growth and development					▪ CDC guidelines				
▪ Able to adapt method and terminology of patient instructions to their age, comprehension and maturity level					▪ Isolation techniques				
▪ Ensures safe environment reflecting specific needs of various age groups					▪ Cultural diversity				
3. EXPERIENCE IN SETTINGS:					▪ Ethnic awareness				
▪ Urgent Care					▪ Confidentiality of Information/HIPAA				
▪ Primary Care					▪ Multi-disciplinary planning				
▪ Health Department					▪ OSHA guidelines				
▪ Specialty (please specify): _____					▪ JCAHO – National Patient Safety Guidelines				
4. GENERAL SKILLS:					▪ Vital signs – TPR, BP				
▪ Charting/Documentation/Consents					▪ Height				
▪ Admission/Discharge/Transfer					▪ Weight				
▪ Maintain clinic flow					▪ Pulse oximetry				
▪ Order supplies/equipment					▪ Urine dipstick				
▪ Restock supplies					▪ Blood glucose monitoring				
▪ Computer skills					▪ Assist with basic treatment procedures				
▪ Assemble medical record					▪ Wound care				
▪ Maintain medical record					▪ Debridement				
▪ Manage provider orders					▪ Sterile dressings/ Dressing changes				
▪ Schedule appointments					▪ Drug Administration/Unit Dose System				
▪ Maintains clinic logs/records					▪ Lab work – ordering and values				
▪ Advance Directives					▪ Specimen Collection				

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4. GENERAL SKILLS CONTINUED:					▪ Urine dipstick				
▪ Ordering/Preparing patient for Diagnostics					▪ Urine pregnancy test				
▪ Local/Regional Anesthetic Types and Complications					▪ Serum pregnancy test				
▪ General Patient Assessment, History and Physical					▪ Occult blood				
▪ Auscultation/Interpretation Breath & Heart Sounds					▪ Drug Screen				
▪ Doppler					5. LEADERSHIP:				
▪ Pulses/Circulation Checks					▪ Charge Nurse				
▪ Blood Pressure – noninvasive/Dynamap					▪ Team Leader				
▪ Placing/Maintaining/ Patient on Telemetry					▪ Primary Nurse				
▪ Running & Mounting Rhythm Strips					▪ Clinic Manager				
▪ Basic arrhythmia interpretation					▪ Other (specify): _____				
▪ Basic 12 lead Interpretation					6. PULMONARY SYSTEM:				
▪ Lead Placement					Care of Airway Management Devices/Suctioning				
▪ Belts and sensors					▪ Establish airway				
▪ Leads/disposable patches					▪ Endotracheal tube/suctioning				
▪ IV Pump set up					▪ Nasal airway/suctioning				
▪ Drawing venous blood - adult					▪ Sputum specimen collection				
▪ Drawing venous blood – pediatric					▪ Tracheostomy/suctioning				
▪ Drawing venous blood – infants and neonates					▪ Assist with intubation				
▪ IV Starts					▪ O2 Therapy and Medication Delivery Systems - Ambu bag and mask				
▪ Angiocath					▪ ET tube				
▪ Butterfly					▪ Face masks				
▪ Heel sticks					▪ Inhalers				
▪ PKU Collection					▪ Nasal cannula				
▪ Papoose Board					▪ Portable O2 Tank				
▪ Examination room prep and clean-up					▪ Trach collar				
▪ Selecting appropriate exam supplies					▪ Chest physiotherapy				
▪ Appropriate positioning for exam					Care of patient with:				
▪ Assist in explaining procedures to patient/caregiver					▪ ARDS				
▪ Assist with Pap smear					▪ Asthma				
▪ Assist with other GYN exam					▪ COPD				
▪ Assist with abdominal exam					▪ Emphysema				
▪ Assist with proctologic/rectal exam					▪ Fresh Tracheostomy				
▪ ENT exam					▪ Pneumothorax				
▪ PAP smear setup					▪ Pneumonia				
▪ Ear irrigations					▪ Pulmonary Edema				
▪ Vision exam/Snellen eye chart					▪ Tuberculosis				
▪ Hearing screens					▪ Cold				
▪ Suture setup					▪ Influenza				
▪ Assist with cast application/removal					7. CARDIOVASCULAR SYSTEM:				
▪ Slings					▪ Angina				
▪ Splints					▪ Arterial Disease				
▪ Throat swabs					▪ Cardiac Arrest/CPR				
▪ Growth charts					▪ Cardiomyopathy				
▪ Rapid Strep test					▪ Congestive Heart Failure (CHF)				

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7. CARDIOVASCULAR CONTINUED:					▪ Interpretation of blood chemistry				
▪ Chest pain – rule out MI					▪ Placement of nasogastric tube				
▪ Defibrillation/Cardioversion					▪ NG Medication Administration				
▪ Hypertension					▪ Colostomy care/Pouch systems				
▪ Myocarditis					Care of patient with:				
▪ Acute MI					▪ Nausea/Vomiting/Diarrhea				
▪ Thrombophlebitis					▪ GI Bleeding				
8. NEUROLOGICAL SYSTEM:					▪ Hepatitis				
▪ Neurological assessment – cerebellar function/cranial nerves/level of consciousness/pathologic reflexes					▪ Inflammatory bowel disease				
▪ Assist with lumbar puncture					▪ Liver failure				
▪ Use of hyper/hypothermia blanket					▪ Pancreatitis				
Care of patient with:					▪ Gallbladder Disease				
▪ Aneurysm precautions					▪ Wounds – abdominal				
▪ Closed head injury					11. RENAL/GENITOURINARY SYSTEM				
▪ Possible Cerebral Vascular Accident (CVA)					▪ Renal/Genitourinary assessment				
▪ Dementia/Alzheimer's Disease					▪ AV fistula/shunt				
▪ DT's					▪ Fluid and electrolyte balance				
▪ Encephalitis					▪ Interpretation of BUN and creatinine				
▪ Head aches					▪ Insertion and care of straight and Foley catheter – male and female				
▪ Meningitis					▪ Specimen collection – routine				
▪ Multiple Sclerosis					Care of patient with:				
▪ Neuromuscular disease					▪ Urinary tract infection				
▪ Paralysis					▪ Kidney stones				
▪ Post Head Injury (Concussion)					▪ Straining urine				
▪ Seizure Disorders					12. ENDOCRINE/METABOLIC SYSTEMS:				
9. ORTHOPEDICS:					▪ Metabolic assessment				
▪ Assessment of orthopedic patient – Circulation checks					▪ S/S diabetic coma				
▪ Gait					▪ S/S insulin reaction				
▪ Range of motion					▪ Interpretation of blood glucose results				
▪ Skin					▪ Use of electronic blood glucose monitoring device				
▪ Support devices – cane					▪ Use of visual blood glucose strips				
▪ Cervical Collar					▪ Performing finger stick				
▪ Sling					▪ Indwelling insulin pump				
▪ Transfer boards					▪ Recognizing diabetic complications/emergencies				
▪ Walker					Care of patient with:				
▪ Wheelchair					▪ Diabetes mellitus				
▪ Crutches					▪ Addison's Disease				
Care of patient with:					▪ Diabetes insipidus				
▪ Back Ache/Injury					▪ Grave's Disease				
▪ Cast					▪ Hypothyroidism				
▪ Osteoporosis					13. INFECTIOUS/COMMUNICABLE DISEASES:				
▪ Fractures					▪ Interpretation of lab results – blood count				
▪ Rheumatic/arthritis disease					▪ Fever management				
10. GASTROINTESTINAL SYSTEM:					▪ Isolation procedures				
▪ Assessment of GI patient - abdominal/bowel sounds					Care of patient with:				
▪ Fluid balance					▪ AIDS				

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13. INFECTIOUS DISEASE CONTINUED:					▪ Substance related disorders – drug and alcohol				
▪ Hepatitis					18. OTHER:				
▪ Communicable childhood illness – chickenpox, measles, mumps, etc					▪ Work related injury – Workers Comp				
▪ Mononucleosis					▪ Assaults				
▪ Sexually transmitted diseases					▪ Lacerations				
14. EYE,EAR,NOSE, THROAT:					▪ Punctures				
▪ Nose Bleeds					▪ Bites – human				
▪ Ear Infections					▪ Bites – animal				
▪ Ear Tubes					▪ Bites – snake				
▪ Cataracts					▪ Bites – spider				
▪ Glaucoma					▪ Poisoning				
15. PAIN MANAGEMENT:					▪ Toxic ingestions				
▪ Assessment of pain level/tolerance					▪ Minor car accidents				
▪ Care of patient with anesthesia/analgesia					▪ Child abuse				
▪ IV Conscious sedation					▪ Spouse abuse				
▪ Narcotic analgesia					▪ Elder abuse				
16. WOUND MANAGEMENT:					19. MEDICATION ADMINISTRATION:				
▪ Assessment of skin for impending breakdown					▪ Immunizations/Vaccinations				
▪ Stasis ulcers					▪ Anticonvulsants				
▪ Surgical wound healing					▪ Antibiotics				
▪ Sterile dressing changes					▪ Antianxiety agents				
▪ Wound care/irrigation					▪ Allergy Testing				
▪ Pressures sores					▪ Eye/Ear/Nose Drops				
▪ Traumatic wounds					▪ Cardizem (diltiazem hydrochloride)				
▪ Burns					▪ Corticosteroids				
▪ Controlling bleeding					▪ Coumadin				
17. PSYCH DISORDERS:					▪ Decadron (Dexamethasone)				
▪ Initial assessment					▪ Digoxin				
▪ Schizophrenia					▪ Dilantin (Phenytoin)				
▪ Hallucinations					▪ Dopamine				
▪ Bipolar disorder					▪ Epinephrine				
▪ Depression					▪ Heparin				
▪ Suicidal ideation/attempt					▪ Hydrocortisone				
▪ Delusional disorders					▪ Insulin				
▪ Anxiety disorders					▪ Lasix				
▪ Panic attacks					▪ Lidocaine				
▪ Sexual abuse/assault					▪ Lorazepam (Ativan)				
▪ Survivor of abuse/violence					▪ Methylprednisolone (Solu Medrol)				
▪ Post traumatic stress disorder					▪ Nitroglycerine (Tridil)				
▪ Somatoform disorders (pain)					▪ Oral and IVP antihypertensives				
▪ Delirium					▪ Oral hypoglycemics				
▪ Dementia					▪ Phenobarbital				
▪ Alzheimer's					▪ Prednisone				
▪ Amnesic disorders					▪ Procardia				
▪ Anorexia/Bulimia					▪ Steroids				