



Competency/Skills Self-Appraisal: Mental Health Technician

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: _____					▪ Initial interview				
▪ CNA Expires: _____					▪ Participate in interdisciplinary team				
▪ PCT Expires: _____					▪ Documentation – computer charting				
▪ Other Certification (specify): _____					▪ Documentation – written				
▪ Computerized Charting System (specify) _____					▪ Full restraints				
1. AGE SPECIFIC PRACTICE CRITERIA:					▪ Wrist restraints				
▪ Newborn/Neonate (birth to 30 days)					▪ Ambulatory cuffs				
▪ Infant (30 days to 1 year)					▪ Isolation techniques				
▪ Toddler (1 -3 years)					▪ Advance directives				
▪ Preschooler (3-5 years)					▪ Patient teaching				
▪ School Age Children (5-12 years)					▪ Discharge planning				
▪ Adolescent (12-18 years)					▪ Referral to community resources				
▪ Young Adults (18-39 years)					▪ JCAHO National Patient Safety Goals				
▪ Middle Adults (39-64 years)					▪ Cultural diversity				
▪ Geriatric (64 +)					▪ Confidentiality/HIPAA regulations				
2. EXPERIENCE WITH AGE GROUPS:					▪ Universal precautions/infection control procedures				
▪ Able to adapt care to incorporate normal growth and development					5. CARE OF PSYCHIATRIC PATIENTS:				
▪ Able to adapt method and terminology of patient instructions to their age, comprehension and maturity level					▪ Schizophrenia				
▪ Ensures safe environment reflecting specific needs of various age groups					▪ Paranoid psychotic disorder				
3. TREATMENT SETTINGS:					▪ Catatonic psychotic disorder				
▪ Inpatient Hospital Psych Unit					▪ Hallucinations				
▪ Inpatient Acute Psychiatric Facility					▪ Bipolar disorder				
▪ Chronic Psychiatric Facility					▪ Depression				
▪ Outpatient Clinic/Community Setting					▪ Suicidal ideation/attempt				
▪ Forensic Unit (Prison)					▪ Delusional disorders				
▪ Eating Disorder Unit					▪ Anxiety disorders				
▪ Substance Abuse/Rehab Unit					▪ Panic attacks				
▪ Adolescent Unit					▪ Phobias				
▪ Children's Unit					▪ Obsessive/compulsive disorder				
▪ Locked Unit/Ward					▪ Dissociative identity disorder				
▪ State Institution					Personality Disorders				
▪ Crisis Intervention Center					▪ Cluster A – Paranoid/Schizoid				
▪ Day treatment program					▪ Cluster B – Antisocial/Borderline				
▪ Home Health					▪ Cluster C – Anxious/Fearful				
▪ Private Duty Sitter					Eating Disorders				
4. GENERAL DUTIES:					▪ Anorexia				
▪ Admit/orient voluntary clients					▪ Bulimia				
▪ Admit/orient involuntary clients					▪ Obesity				

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5. CARE OF PSYCHIATRIC PATIENTS:					<ul style="list-style-type: none"> ▪ Assist with tray set up 				
<ul style="list-style-type: none"> ▪ Sexual disorders 					<ul style="list-style-type: none"> ▪ Assist with feeding 				
<ul style="list-style-type: none"> ▪ Sexual assault 					<ul style="list-style-type: none"> ▪ Passing and pick up of trays 				
<ul style="list-style-type: none"> ▪ Sexual abuse 					<ul style="list-style-type: none"> ▪ Diets – NAS/CCD/Low Cholesterol/Clear liquid/Full liquid/NPO/Puree/mechanical soft/regular 				
<ul style="list-style-type: none"> ▪ Survivor of abuse/violence 					<ul style="list-style-type: none"> ▪ Aspiration Risk 				
<ul style="list-style-type: none"> ▪ Post traumatic stress disorder 					<ul style="list-style-type: none"> ▪ Positioning for feeding 				
<ul style="list-style-type: none"> ▪ Somatoform disorders (pain) 					<ul style="list-style-type: none"> ▪ Proper feeding and swallowing technique 				
<ul style="list-style-type: none"> ▪ Mental retardation 					<ul style="list-style-type: none"> ▪ Record intake on I&O Chart 				
<ul style="list-style-type: none"> ▪ ADHD 					<ul style="list-style-type: none"> ▪ Use of adaptive equipment for feeding 				
<ul style="list-style-type: none"> ▪ Developmental disorders 					<ul style="list-style-type: none"> ▪ Stocking/ordering of supplies for unit kitchen 				
<ul style="list-style-type: none"> ▪ Autistic disorders 					8. ELIMINATION:				
Cognitive Disorders					<ul style="list-style-type: none"> ▪ Catheter care 				
<ul style="list-style-type: none"> ▪ Delirium 					<ul style="list-style-type: none"> ▪ Empty drainage bag 				
<ul style="list-style-type: none"> ▪ Dementia 					<ul style="list-style-type: none"> ▪ Obtain urine specimen – routine 				
<ul style="list-style-type: none"> ▪ Alzheimer's Disease 					<ul style="list-style-type: none"> ▪ Catheter port 				
<ul style="list-style-type: none"> ▪ Amnesic disorders 					<ul style="list-style-type: none"> ▪ Use of urinal 				
Substance Related Disorders					<ul style="list-style-type: none"> ▪ Use of bedside commode 				
<ul style="list-style-type: none"> ▪ Alcohol 					<ul style="list-style-type: none"> ▪ Bedpan – regular 				
<ul style="list-style-type: none"> ▪ Drug 					<ul style="list-style-type: none"> ▪ Tube positioning 				
6. ASSIST WITH INTERVENTION/THERAPIES:					<ul style="list-style-type: none"> ▪ Insertion of Foley catheter 				
<ul style="list-style-type: none"> ▪ Management of Assaultive behavior 					<ul style="list-style-type: none"> ▪ D/C Foley 				
<ul style="list-style-type: none"> ▪ Crisis intervention 					<ul style="list-style-type: none"> ▪ Urine: Sugar, Acetone, and Specific Gravity 				
<ul style="list-style-type: none"> ▪ Therapeutic communication 					<ul style="list-style-type: none"> ▪ Weighing diapers for amounts 				
<ul style="list-style-type: none"> ▪ Therapeutic milieu 					<ul style="list-style-type: none"> ▪ Rectal tubes 				
<ul style="list-style-type: none"> ▪ Educational training 					<ul style="list-style-type: none"> ▪ Enemas 				
<ul style="list-style-type: none"> ▪ Vocational training 					<ul style="list-style-type: none"> ▪ Collecting stool sample 				
<ul style="list-style-type: none"> ▪ Independent living skills 					<ul style="list-style-type: none"> ▪ Testing stool for occult blood 				
<ul style="list-style-type: none"> ▪ Drug and alcohol education 					<ul style="list-style-type: none"> ▪ Ostomy care 				
<ul style="list-style-type: none"> ▪ Assaultive behavior 					<ul style="list-style-type: none"> ▪ Hygiene 				
<ul style="list-style-type: none"> ▪ Biofeedback 					<ul style="list-style-type: none"> ▪ Incontinence Care 				
<ul style="list-style-type: none"> ▪ Guided imagery 					9. VITAL SIGNS:				
<ul style="list-style-type: none"> ▪ Expressive art 					<ul style="list-style-type: none"> ▪ Blood pressure – cuff/manual/Dynamap/rover 				
<ul style="list-style-type: none"> ▪ Massage therapy 					<ul style="list-style-type: none"> ▪ Pulse – apical/radial 				
<ul style="list-style-type: none"> ▪ Meditation 					<ul style="list-style-type: none"> ▪ Respirations 				
<ul style="list-style-type: none"> ▪ Recreational therapy 					<ul style="list-style-type: none"> ▪ Temperature – auxiliary/oral/rectal/tympanic/digital 				
<ul style="list-style-type: none"> ▪ Therapeutic touch 					<ul style="list-style-type: none"> ▪ Weight – bed scale/standing scale/chair scale/Hoyer lift scale 				
<ul style="list-style-type: none"> ▪ Electroconvulsive therapy 					<ul style="list-style-type: none"> ▪ Use of pulse oximetry to measure O2 saturation 				
Psychotherapy					<ul style="list-style-type: none"> ▪ Assist with use of oxygen/nebulizer 				
<ul style="list-style-type: none"> ▪ Individual 					<ul style="list-style-type: none"> ▪ Height by tape measure/pediatric tape measure 				
<ul style="list-style-type: none"> ▪ Couple 					<ul style="list-style-type: none"> ▪ Blood Sugar – daily QC 				
<ul style="list-style-type: none"> ▪ Family 					<ul style="list-style-type: none"> ▪ Perform finger stick 				
<ul style="list-style-type: none"> ▪ Group 					<ul style="list-style-type: none"> ▪ Use of glucose strips 				
<ul style="list-style-type: none"> ▪ Behavioral 					<ul style="list-style-type: none"> ▪ Use of glucose monitor 				
7. NUTRITION:					<ul style="list-style-type: none"> ▪ Charting vital signs 				
<ul style="list-style-type: none"> ▪ Assist with menu selection 					<ul style="list-style-type: none"> ▪ 				

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10. BATHING AND PERSONAL CARE:					14. SAFETY:				
▪ Tub/Shower					▪ Radiation precautions				
▪ Partial/Complete Bed bath					▪ Environmental hazards				
▪ Oral/Mouth care –Brushing/swabbing/dentures					▪ Bedrails/side rails/padded side rails				
▪ Perineal Care					▪ Call lights				
▪ Catheter Care					▪ Airway maintenance				
▪ Eyeglass care/Contact care					▪ Bed alarm				
▪ Hearing Aids					▪ Proper use of restraints – application, protocol				
▪ Shaving					▪ Nurse call system				
▪ Linen change – occupied/unoccupied					▪ Door alarms				
▪ Post mortem care					▪ Behavioral health checks				
11. ACTIVITY:					▪ Patient falls				
▪ Ambulation – Contact guard/one person assist/two person assist					▪ Incident reports				
▪ Proper use of cane/walker/crutches					15. COMMUNICATION BARRIERS:				
Transfers					▪ Confusion				
▪ Bed to chair					▪ Disorientation				
▪ Bed to wheelchair					▪ Hearing Impairment				
▪ Chair to BSC					▪ Visual Impairment				
▪ Bed to stretcher					▪ Agitation				
▪ Hoyer Lift					▪ Aphasia				
▪ One person					▪ Body Language – verbal/nonverbal				
▪ Two person					▪ Foreign Language				
▪ Range of motion					▪ Cultural				
▪ Positioning/Repositioning					16. GENERAL SKILLS:				
12. DOCUMENTATION:					▪ Recognizing and reporting emergencies				
▪ Electronic Health Record					▪ Patient/Family teaching				
▪ I&O Sheet					▪ Patient rights				
▪ Calorie Counts					▪ Ordering Supplies				
▪ Nutrition ordering form					▪ Lab work – ordering				
▪ Documentation of care checklist					▪ Changes to report to RN (Abnormal VS, falls, behavior change, pain, skin problems, bleeding, dizziness, nausea, vomiting, etc)				
13. INFECTION CONTROL:					▪ Assist with admission, transfer and discharge of patient				
▪ Standard Precautions					▪ Use of transfer/lift devices				
▪ Hand washing					▪				
▪ Gloves – application and removal					▪				
▪ Latex Allergy					▪				
▪ Disposal of Infectious Material					▪				
▪ Clean Used Equipment					▪				
▪ Employee Illness					▪				
▪ Linen Handling – clean and soiled					▪				
▪ Specimen collection					▪				
▪ Double Bag Isolation Technique					▪				
▪ Isolation/Reverse Isolation Precautions					▪				
▪ Airborne/contact/droplet precautions					▪				

