



Competency/Skills Self-Appraisal: Unit Secretary

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: _____					▪ Medication safety – dangerous abbreviations list				
▪ CHUC Expires: _____					▪ Advance Directives				
▪ Other Certification (specify): _____					▪ JCAHO – National Patient Safety Guidelines				
▪ Computerized Charting System (specify) _____					▪ Lab work – ordering				
1. AGE SPECIFIC PRACTICE CRITERIA:					▪ Use of transfer/lift devices				
▪ Newborn/Neonate (birth to 30 days)					5. HEALTH UNIT COORDINATION:				
▪ Infant (30 days to 1 year)					▪ Perform clerical duties efficiently and accurately				
▪ Toddler (1 -3 years)					▪ Time management				
▪ Preschooler (3-5 years)					▪ Organizational skills				
▪ School Age Children (5-12 years)					Use of:				
▪ Adolescent (12-18 years)					▪ Computer				
▪ Young Adults (18-39 years)					▪ Printer				
▪ Middle Adults (39-64 years)					▪ Fax				
▪ Geriatric (64 +)					▪ Copier				
2. EXPERIENCE WITH AGE GROUPS:					▪ Transcription				
▪ Able to adapt care to incorporate normal growth and development					▪ Medical terminology				
▪ Able to adapt method and terminology of patient instructions to their age, comprehension and maturity level					▪ Respond to call light				
▪ Ensures safe environment reflecting specific needs of various age groups					▪ Telephone etiquette				
3. EXPERIENCE IN SETTINGS:					▪ Medical abbreviations				
▪ Acute care hospital					▪ Supplies inventory				
▪ Long term care facility					▪ Equipment – clean				
▪ Nursing Home					▪ Equipment – out of use				
▪ Other (specify): _____					▪ Coordination of labs and diagnostics				
4. GENERAL SKILLS:					▪ Maintain of medical record				
▪ Charting/Documentation/Consents/Care Plans					▪ Billing and charges				
▪ Confidentiality of Information/HIPAA					▪ MAR				
▪ Ordering Supplies					▪ Prepare reports				
▪ Environment of care – safety risks					▪ Data collection				
▪ Environment of care – security procedures					▪ QA data collection				
▪ Environment of care – hazmat procedures/MSDS					▪ Discharge planning responsibilities				
▪ Environment of care – Fire safety and emergency codes					▪ Order nutritional supplements				
▪ Universal precautions/infection control procedures					▪ Paging				
▪ Proper use of PPE					▪ Visitor hospitality				
▪ Knowledge of patient rights and responsibilities					▪ Requests for information/patient status				
▪ Restraint policy and procedures									
▪ Occurrence reporting									
▪ Fall prevention measures									