

## SKILLS CHECKLIST

### LONG TERM CARE RN/LPN

Name:	
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Please indicate **1, 2, 3, or 4** in boxes below using the following rankings:

**1** = Clinicals Only   **2** = Some Experience   **3** = Experienced   **4** = Can Perform Task Independently

UNIT / SKILLS	Exp	UNIT / SKILLS	Exp
<b>NEUROLOGICAL SYSTEM</b>			
Neuro Assessment/Neuro Vitals		Pre / Post Neurological Surgery	
Halo Traction		CNS Infections	
Seizure Precautions		Parkinsons	
Caring for Patient with:		Alzheimers	
Spinal Cord Injury		Autonomic Dysreflexia	
Head Injury		Chronic C.V.A / T.I.A	
Rehabilitation of the Neuro Patient		Using Glasgow Coma Scale	
<b>CARDIOVASCULAR</b>			
Assessment:		Angina ( <b>Acute</b> and Chronic)	
Capillary Refill		Assessing and Treating Orthostatic BP	
Edema		Assessing Abnormal Heart Tones	
Heart Tones		Antiembolic Devices	
Pulses			
<b>PATIENTS WITH RESPIRATORY PROBLEMS</b>			
Assessing the Respiratory System including:		<b>Care of Ventilator Dependent Patient:</b>	
Breath Sounds		Suctioning: Length of time suctioning	
Breathing Pattern / Effort		Hyperventilation	
Cough Effort		Ventilator Settings	
Skin and Nail Bed Color		Documentation	
Sputum (Color/Character)		Caring for a Patient with:	
Care and Maintenance of:		Respiratory Failure	
Acute Airway		Respiratory Infections	

Nasopharyngeal Airway		Status Asthmaticus	
Oropharyngeal Airway		Respiratory Distress Syndrome	
Administering and Monitoring O2 including:		Pulmonary Edema	
Nasal Cannula		Pulmonary Emboli	
Mask		Tension Pneumothorax	
O2 Sats		Tracheostomy	
Demonstrating proper use of Ambu Bag		Use of Incentive Spirometer	
<b>GASTROINTESTINAL</b>			
Assessing Bowel Sounds		Abdominal Wounds or Infections	
Identifying Abnormalities		Ileostomy/Colostomy	
Caring for Patient on Total Parenteral Nutrition		Stool Tests	
Inserting /Maintaining Feeding Tubes (NG)		I&O: Shift volumes and totals including marking and/	
Administering Tube Feedings		Or measuring amounts of urine, gastric fluid	
		NG drainage, emesis, diarrhea	
<b>GENITOURINARY/RENAL</b>			
Inserting/Maintaining Urinary Drainage Tubes:		Caring for Patients with Chronic Renal Failure	
Insertion of Foley		Caring for Patient receiving Dialysis	
Managing Urostomy		Assessing Fluid and Electrolyte Problems	
Managing Suprapubic Catheter		Knowledge of UA values	
Placing Condom Catheter		Collecting Specimens	
<b>ENDOCRINE</b>			
Caring for the Diabetic Patient:		Caring for the Diabetic Patient: (Cont'd)	
Checking Capillary Blood Glucose		Insulin Administration	
Diabetic Teaching		Hormone Therapy	
Treating Hypo/Hyperglycemia			

UNIT / SKILLS	Exp	UNIT / SKILLS	Exp
<b>MUSCULOSKELETAL</b>			
Traction		Crutch Walking/Walkers	
Braces		Arthroscopy/Arthrotomy	
Casts		Caring for Patients with:	
Collars		Joint/Bone Disorders	
Slings/Splints		Total Knee Replacement	
Skeletal and Skin Traction		Total Hip Replacement	
Beds:		Amputation	
Clinitron			
Roto Rest			
Circelectric			
<b>VITAL SIGNS AND WEIGHTS</b>			
Obtaining and Recording:		Recognizing Cardiac Arrest	
BP, Including Orthostatic		Cardioversion/Defibrillation	
Pulse, Radial		Activating Code Team	
Temperature, Oral		Bringing Equipment to Room for Emergency Purposes	
Temperature, Rectal		DNR Status	
Temperature, Axillary		Applying Oximeter	
Temperature, Tympanic		Scale Use:	
Respirations		Standing	
Weight, Pounds and Kilograms		Chair	
Use of Electronic VS equipment:		Bed	
Automatic BP Machine (Dynamap)		Recording and Reporting Information	
Electronic Thermometer			
<b>HYGIENE/SKIN</b>			
Risk Factors For Skin Breakdown		Bathing/Daily Hygiene: cont'd	
Observing, recording and reporting pressure points for redness of breakdown		Peri Care	
Recording and Reporting Hygiene/Skin//Breakdown		Foot care for Patients with Impaired Circulation of	

		Sensation	
Bathing/Daily Hygiene:		Incontinence care	
Bathing (shower/tub/arjo)		Shaving and Precautions	
Use of Shower Chair		Use of Pressure and Friction Reduction Devices:	
Use of Bath/Shower Boat		Special Beds/Mattresses	
Oral care including patients who are NPO, Comatose, with dentures		Heels and Elbow Protection	
		Foot Cradles	

**NUTRITION**

Estimating Intake		Counting Calories	
Setting up for Meals		Fluid Restriction	
Aspiration Precautions		NPO	
Nourishments		Recording and Reporting Nutritional Information	
Feeding Patients			

**CARE ROUTINE**

New Admissions and Transfers:		Preparing for and Explaining Routines to Patient	
Room Preparation		Post Mortem Care	
VS. Height and Weight			
Inventory and Disposition of Belongings			
Room Orientation, Call Bell			
Basic Comfort Measures			

<b>UNIT / SKILLS</b>	<b>Exp</b>	<b>UNIT /SKILLS</b>	<b>Exp</b>
<b>SAFETY AND ACTIVITY</b>			
Determining Patient ID		Ambulating with or without Device	
Identifying/Responding to Safety Hazards		Patient Safety Module	
Determining Need for Additional Help		Use of Equipment/Reporting Broken Equipment	
Recognizing Abuse:		Use of Hoyer Lift (Dextra/Maxi)	

Substance		Bed Operation		
Physical		Use of Wheel Locks		
Emotional		Use of Alarms (Bed, Patient, Unit)		
Maintaining Clean , Orderly work area		Use of Call Light		
Handling Hazardous Materials		Application and Documentation of Restraints:		
Proper Body Mechanics		Belt, Including Seat Belt		
ROM Exercises		Wrist/Ankle		
Transfer to Bed, WC, Commode with or without device		Vest		
Turning and Positioning		Use of Seizure Pads		
<b>INFECTION CONTROL</b>				
Proper Use of Specific Barrier Methods:		MRSA Precautions		
Gloves		Hand Washing		
Gown		Infectious/Hazardous Waste Disposal		
Mask/Goggles		Supply/Equipment Disposal		
Protective/Reverse Isolation		Use of Disposable Thermometer		
Brody Substance Isolation		Use of CPR Mask/Bag		
TB Precautions		Disposal of Sharpe		
<b>LINES SKILLS</b>				
Venipuncture for Specimen		Administering Blood and Blood Products		
IV Therapy Including:		Obtaining Central Venous/Peripheral Venous Blood		
Starting IV		Using PICC, Hickman, Triple Lumen Caths		
Changing IV Sites		Set up and Monitoring for TPN		
Changing IV Dressings				
Changing IV Tubing				
Administering Fluids on Continuous IV Pumps				
Setting Up and Monitoring PCA				
<b>MEDICATION AND ADMINISTRATION</b>				
Cimetidine (Tagamet)		Lorazepam (Ativan)		
Diazepam (Valium)		Morphine		
Digoxin (Lanoxin)		Naloxone (Narcan)		

Duramorph		Nitroglycerine	
Furosemide (Lasix)		Pentobarbital	
Heparin		Phenytoin (Dilantin)	
Insulin		Potassium Chloride	

UNIT / SKILLS	Exp	UNIT / SKILLS	Exp
<b>MEDICATION AND ADMINISTRATION (CONT'D)</b>			
Terbutaline		Topical Medications	
Theophylline		Suppositories:	
Verapamil (Calan)		Vaginal	
Oral Medications		Rectal	
		Ordering Meds	
<b>OTHER SKILLS</b>			
Obtaining Cultures for Septic Work-up (Blood, Sputum, Urine, Catheter Tips)		Communicating Discharge Needs and Arrangements for Support through Appropriate Documentation	
Caring for Patient Using Jehovah Witness Protocol		Coordinating Multidisciplinary Plan of care and Initiating Interdisciplinary Referral for Patient Needs	
Overbed Frame Safety		Preparing Patient for Surgery	
Specialty Beds (i.e. Kinair)		Clearly Communicating the Plan of care, Patient Responses and Outcomes in the Patient Record According to Standards	
Hospital Transport		Assigning or Delegating Tasks to Another for which that Person is Prepared and Qualified to Perform, i.e. LPN's or CNA's	
Providing Education to Patient Family Related to Medical Condition, Self Care and Health Care Habits		Using Computerized Tools Effectively	
<b>COMMUNICATION</b>			
Using Appropriate Abbreviations		Reinforcing RN Teaching with Patient	
Identifying Need for Alternate Communicating		Selecting and Using Forms Appropriately	

Mechanisms			
Communicating to Charge RN:		Using Alternate Communication Tools/Devices	
Changes in Patient Condition			
Patient Needs, Complaints and Concerns			
Unusual Incidents			
<b>UNIT ACTIVITY</b>			
Identifying Unusual Incidents on the Unit that Require reporting		Completing Risk Management Reports as Needed	
Locating and Using Appropriate Reference Materials		Obtaining Needed Supplies and Equipment	
Charging for Patient Care items		Using Telephone System	
<b>MISCELLANEOUS</b>			
Knowledge of Serum Lab Values Including:		Caring for Drains/Tubes (i.e. Hemovac, Penrose)	
Chem 7, Chem 10		Monitoring and Assessing I & O	
CBC		Performing Complex Dressing Changes	
Serum drug levels		Alert Charting	
Pain Management			
Signature:		Date:	