



# MCC Healthcare Services, Inc.

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*Name*

*Title*

*Date*

## CHECKLIST - PERFORMANCE

The following is a list of many of the skills required for effective home health care. It is important that you feel competent in these areas and can demonstrate expertise. The purpose of this checklist is to help identify learning needs, provide the learning experience necessary to develop competency, and ensure expertise in certain critical areas.

**Instructions:** Review the skills list and assess your abilities for each skill. If you have never performed a skill, check the column “I have never done.” If you have performed the skill and can accurately implement the technique or procedure, check the column “I feel competent performing.” Any skill that you have never done, or you feel you cannot perform accurately, should be identified. The procedure will be reviewed and learning experiences provided in those areas. You will be checked off under “demonstrated performance” by a skilled home health care nurse following understanding or demonstration of the procedure/skill.

**Critical Skills:** Certain skills in this list are considered critical and are marked with an asterisk \*. These skills *must be demonstrated* prior to your performing them alone. Your director of nursing will designate a skilled RN to evaluate your ability to perform these critical skills. If, following your orientation, these areas are not completed, you must notify the director of nursing of any assigned patients requiring these procedures and the fact that you have not been checked off. The director of nursing will then arrange for the supervisor or a qualified nurse to make a joint visit to assist you and observe your performance. Once you are evaluated, the date and supervisor’s initial are documented under “demonstrated performance.” From that point on, you may perform the task alone.

Ask your director of nursing during and following orientation to identify special patients and experiences you need and ways to gain skills in these procedures.

Responsibility, Skill or Procedure	I have never done	I feel competent performing	Demonstrated performance (initial and date)	Comments
Handwashing				
Body mechanics				
Vital signs				
Bag technique				
CPR (certification)				
Emergency use of adrenalin				
Assessment of: cardiopulmonary system				
respiratory system				
gastrointestinal system				
genitourinary system				
head and neck				
neurological system				
mental status				
integumentary system				
musculoskeletal system				
Care of patient requiring IV therapy: inserting IV catheter				
inserting butterfly				
inserting heparin lock				

<b>Responsibility, Skill or Procedure</b>	<b>I have never done</b>	<b>I feel competent performing</b>	<b>Demonstrated performance (initial and date)</b>	<b>Comments</b>
maintaining heparin lock				
changing IV fluids				
calculating flow rate				
adding medication to IV fluids				
administering IV drip medications				
operating IV controller				
operating IV pump				
administering IV push				
administering IV heparin				
caring for IV site				
changing IV tubing				
administering IV narcotics				
*Caring for patient with central venous catheter				
*Caring for patient with Hickman/Broviac catheter				
*Caring for patient with Groshong catheter				
*Caring for implanted access ports				
*Caring for implanted infusion pumps				
*Caring for ambulatory infusion pumps				
*Caring for patients receiving antineoplastic drugs				
*Pain management				
Caring for the dying patient				
Caring for the patient with AIDS				
*Morphine administration via epidural catheters				
*Use of Doppler				
Patient with pacemaker				
Assessment and interventions for anaphylactic shock				
Inserting oral airway				
Using ambubag				
*Esophageal dilation				
Insertion of NG tube				
NG lavage				
NG gavage				
*Insertion of gastrostomy tube				
Care of gastrostomy tube				
Gastrostomy feedings				
*Hyperalimentation				
Oral hygiene				
General postoperative care				
Hemovac				
Drains				
Removing sutures				
Cleansing wounds				
Sterile gloving				
Dry sterile dressings				

<b>Responsibility, Skill or Procedure</b>	<b>I have never done</b>	<b>I feel competent performing</b>	<b>Demonstrated performance (initial and date)</b>	<b>Comments</b>
Wet to dry dressings				
Maintaining moist dressings				
Duoderm				
Stomahesive				
Occulsvie dressings				
Antimicrobials				
Dedriding agents				
Amphogel				
Moisturizers				
Carrington products/procedure				
Hyperbaric oxygen				
Pouching wounds				
Wound irrigations				
Caring for patients with burns				
Caring for patients with ostomies: colostomy care				
colostomy irrigation				
ileostomy care				
ileal conduit care				
tracheotomy care				
reinsertion of tracheotomy tubes				
Suctioning: operating suction machine				
naso-oral suctioning				
trach suctioning				
Providing percussion and postural drainage				
Providing IPPB treatments				
*Caring for patient on ventilator				
Intermittent self-catheterization male/female				
*Removal and insertion of suprapubic catheters				
Care of patient with suprapubic catheter				
Bladder irrigations				
Urinary catheter insertion: indwelling				
for sterile specimen				
to check residual				
Catheter care				
Bladder training				
Enemas: fleet				
soap suds				
tap water				
Bowel training				
Checking and removing of fecal impaction				
Removing rectal pack				

<b>Responsibility, Skill or Procedure</b>	<b>I have never done</b>	<b>I feel competent performing</b>	<b>Demonstrated performance (initial and date)</b>	<b>Comments</b>
Administering rectal suppositories				
Administering vaginal suppositories				
Vaginal irrigations				
Perineal care				
Diabetes: blood glucose self-monitoring				
skin, foot, and nail care				
urine checks for S&A				
insulin administration				
Medications: injection sites				
intramuscular injections				
intra dermal injections				
heparin-subcutaneously				
inunctive medications				
ear drops				
eye ointment				
eye drops				
eye irrigation				
Collecting specimens: sputum for C&S				
stool specimens				
clean voided urine				
venipunctures for blood work				
arterial blood gases				
wound for C&S				
throat for C&S				
Cast care				
Unna boot				
Wrapping ace bandages				
Stump care				
ROM-active and passive				
Care of prosthetic/orthopaedic devices				
Preparing patient for diagnostic tests nad procedures				
Alcohol sponge bath				
Applying ice caps				
Applying hot compress				
Applying heating pad or hot water bottle				
Sitz baths				
Intake and output				
Reality orientation				
Patient teaching				
Reporting				

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Initials

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Signature