

NURSING SKILLS CHECKLIST

Name _____

Date _____

RN LVN

Knowledge	Experience	Required Inservice
0=No knowledge	0=Never done	0=Need basic training on all aspects
1=Need to review and learn application	1=Need to review or learn to do in the home setting	1=Need review and supervision
2=Very knowledgeable/No review necessary	2=Very experienced /No review necessary	2=Would like advanced training
3=Expert/Can instruct	3=Expert/Can instruct	3=Expert/Can instruct

Procedure	Knowledge 0-3	Experience 0-3	Required Inservice 0-3
Areas of Expertise			
Medical/Surgical			
Urology			
Oncology			
Orthopedics			
Neurology			
Rehabilitation			
Obstetrics/Post-partum			
Pediatrics			
Other			

Procedure	Knowledge 0-3	Experience 0-3	Required Inservice 0-3
Physical Assessment			
Obtaining health history			
Vital signs			
Apical/radial pulse			
Skin assessment			
Neurological assessment			
Cardiac assessment			
Respiratory assessment			
GI assessment			
GU assessment			

Procedure	Knowledge 0-3	Experience 0-3	Required Inservice 0-3
Charting			
Medicare guidelines for documentation			
ICD-9 Coding			
Medical record corrections			
Transcribing orders			
Documentation of physical findings			
Accident/Incident Reports			

Procedure	Knowledge 0-3	Experience 0-3	Required Inservice 0-3
Miscellaneous			
Intake/Output			
Gavage			
Colostomy			
Care			
Irrigation			
Ileostomy care			
Indwelling epidural catheter			
Site care			
Administration of meds via catheter			
Cap change			
Caring for patient with AIDS			
Eye irrigation			
Ear irrigation			
Antiembolism stockings			
Patient teaching			
Care planning			
Discharge planning			
Case management			
Post mortem care			
Enemas			

Procedure	Knowledge 0-3	Experience 0-3	Required Inservice 0-3
Infection Control			
Standard Precautions			
Hand Washing			
Handling Body Fluids			
Disposal of sharps			
Clean up of body fluids			
Disposal of contaminated articles			
Maintaining an environmentally safe work place			
Respiratory isolation			
Enteric precautions			

Procedure	Knowledge 0-3	Experience 0-3	Required Inservice 0-3
Wounds and Dressings			
Wound assessment			
Wound measurement			
Wound irrigation			
Sterile dressings			
Wet to dry dressings			
Clean dressings			
Decubitus care			
Pressure dressings			
Ace wrap			
Cast Care			
Compresses			
Use of sheepskin and other pressure relieving devices			

Procedure	Knowledge 0-3	Experience 0-3	Required Inservice 0-3
Administration of Medications			
Oral			
IM			
Subcutaneous			
IM Z track			
Intravenous			
Bolus/Push			
Continuous via pump			
Add piggyback meds			
Chemotherapy			
General Administration			
General Precautionary Measures			
Extravasation			
TPN			
Rectal Suppositories			
Vaginal Suppositories			
Ear drops			
Eye drops			
Nose drops			
Tubex system			
Narcotics			
Injectable			
Anticoagulants			
Insulin			
Erythropoietin			
Assessing for side effects/desired response			
Procedure	Knowledge 0-3	Experience 0-3	Required Inservice 0-3
Collection, labeling and delivering specimens			
Clean catch urine (in and out cath UA/midstream)			
Urine cultures			
24 hour urine collection			
Stool collection (O&P, hemocult)			
Blood cultures			
Sputum culture			
Wound culture			
Urine for Ketodistix			
Procedure	Knowledge 0-3	Experience 0-3	Required Inservice 0-3
Cardiopulmonary Resuscitation			
ABC's of resuscitation			
Duties and Responsibilities			
DNR procedure/supportive documentation			
Living will or Advance Directive			
Heimlich Maneuver			

Procedure	Knowledge 0-3	Experience 0-3	Required Inservice 0-3
Safety Devices			
Bed rails			
Restraints			
Fire extinguishers			
Procedure	Knowledge 0-3	Experience 0-3	Required Inservice 0-3
Patient Transfer using proper body mechanics			
Stand by assist			
1 man transfer			
2 man transfer			
Total lift			

Procedure	Knowledge 0-3	Experience 0-3	Required Inservice 0-3
Gastric Tubes			
NG tube insertion			
Checking placement of NG tube			
Gastrostomy tube insertion			
Jejunostomy tube care			
Enteral Feedings			
Via pump			
Via bolus			
Via gravity			

Procedure	Knowledge 0-3	Experience 0-3	Required Inservice 0-3
Equipment			
Oxygen Concentrator			
Portable Oxygen/Tanks			
Suction Machine(s)			
Blood Sugar Assessment Machine(s)			
Electric bed			
Hoyer lift			
Hemovac suction			
Alternating pressure mattress			
Enteral feeding pump(s)			
Procedure	Knowledge 0-3	Experience 0-3	Required Inservice 0-3
Urinary Catheter Care			
Daily cath care			
Cath Irrigation			
Obtaining UA from foley			
Insertion of Foley (urethral) Male/Female			
Removal of Foley (urethral)			
Suprapubic insertion			
Suprapubic removal			
Care of urostomy			
Straight cath			
Cath for residual			
Bladder training			
Sitz bath			
Nephrostomy Tubes			

Procedure	Knowledge 0-3	Experience 0-3	Required Inservice 0-3
Intravenous therapy/Administration and Maintenance			
Peripheral IV site care			
Regulation of IV			
Addition of fluids to IV			
Heparin Lock			
Butterfly Needle			
Venipuncture			
Vacutainer			
Syringe			
Butterfly			

Procedure	Knowledge 0-3	Experience 0-3	Required Inservice 0-3
Central Venous Access Devices			
Port-a-Cath			
Access			
Flush/Maintenance			
Cap Change			
Site care			
PICC			
Access			
Flush/Maintenance			
Cap Change			
Site Care			
Groshong			
Access			
Flush/Maintenance			
Cap Change			
Site Care			
Hickman			
Access			
Obtain blood specimen			
Flush/Maintenance			
Cap Change			
Site Care			
Procedure	Knowledge 0-3	Experience 0-3	Required Inservice 0-3
Infusion pumps			
Ambulatory infusion devices			
Administration of blood and blood products			

Procedure	Knowledge 0-3	Experience 0-3	Required Inservice 0-3
Respiratory Care			
Tracheostomy			
Care of site			
Cleaning and removal of inner cannula			
Changing trach ties			
Suctioning			
Changing trach tube			
Pharyngeal suction			
Airway insertion			
Oxygen administration			
Safety			
Mask			
Nasal cannula			
Nebulizer treatments			
Administration of meds via oral/nasal inhalers			
Ventilator			
Patient Assessment			
Ventilator function/settings			
Draining tubing			
Alarm settings			
Manual ventilation/Ambu bag			

Employee Name (Printed)

Employee Signature

Date

Supervisor Signature

Date