

## PCT

Name \_\_\_\_\_ Telephone \_\_\_\_\_ Who is your recruiter? \_\_\_\_\_ Date \_\_\_\_\_

**Instructions:** This checklist is meant to serve as a general guideline for our client facilities as to the level of your skills within your nursing specialty. Please use the scale below to describe your experience/expertise in each area listed below.

**Proficiency :** - 1 = Never Performed  
**Frequency :-** 1 = Never

**2 = Limited Experience**  
**2 = Sometimes**

**3 = Comfortable Performing**  
**3 = Often**

**4 = Proficient**  
**4 = Always**

### Age Specific

#### Proficiency

#### Frequency

	1	2	3	4	1	2	3	4
Infant (Birth to 1 year)								
Toddler (1-3 years)								
Pre-school (3-6 years)								
School Age (6-12 years)								
Adolescent (12-18 years)								
Young Adult(18-30 years)								
Mature Adult (30-60 years)								
Elderly(>60 years)								

### Environment/Safety

#### Proficiency

#### Frequency

#### Assist with

	1	2	3	4	1	2	3	4
Suicide Precautions								
Transfer of patient using safe transfer technique								
Ambulation of patient with assistive device such as gait belt or walker								
Use of prosthetic/orthotic device								
Fall Precautions								

### Application of protective devices

#### Proficiency

#### Frequency

	1	2	3	4	1	2	3	4
Wrist restraint								
Mitt restraints								
Vest restraint								
Bed alarms								
Chair alarms								

<b>Clinical Settings</b>	<b>Proficiency</b>				<b>Frequency</b>			
Acute Care/Hospital	1	2	3	4	1	2	3	4
Surgical Unit	1	2	3	4	1	2	3	4
Private Duty	1	2	3	4	1	2	3	4
Labor & Delivery	1	2	3	4	1	2	3	4
Orthopedic	1	2	3	4	1	2	3	4
Cardiac Unit	1	2	3	4	1	2	3	4
Clinic	1	2	3	4	1	2	3	4
Urology	1	2	3	4	1	2	3	4
Hospice	1	2	3	4	1	2	3	4
Central Supply	1	2	3	4	1	2	3	4
1:1 Patient	1	2	3	4	1	2	3	4
Nursery	1	2	3	4	1	2	3	4
Behavioral Health	1	2	3	4	1	2	3	4
Crisis Intervention	1	2	3	4	1	2	3	4
OB/GYN	1	2	3	4	1	2	3	4
Neuro Unit	1	2	3	4	1	2	3	4
Alzheimers	1	2	3	4	1	2	3	4
Home Care	1	2	3	4	1	2	3	4
Med-Surg	1	2	3	4	1	2	3	4
Geriatric	1	2	3	4	1	2	3	4
Nursing Home/Skilled Nursing Facility	1	2	3	4	1	2	3	4

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<b>Documentation</b>	<b>Proficiency</b>				<b>Frequency</b>			
Utilize common medical acronyms and abbreviations	1	2	3	4	1	2	3	4
Report and Document Incidents	1	2	3	4	1	2	3	4
Utilize common medical terminology such as pulse, oxygen, stat with correct spelling	1	2	3	4	1	2	3	4
Read and document time correctly, and correctly calculate time intervals	1	2	3	4	1	2	3	4
Record vital signs	1	2	3	4	1	2	3	4
Record and calculate Intake & Output measurements	1	2	3	4	1	2	3	4
Use of English and Metric conversions to calculate measurements	1	2	3	4	1	2	3	4
Document work-related activities and actions, including writing text	1	2	3	4	1	2	3	4

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<b>Methods of documentation</b>	<b>Proficiency</b>				<b>Frequency</b>			
Document using Graphic Notes	1	2	3	4	1	2	3	4
Document using Checklist format	1	2	3	4	1	2	3	4
Document using Narrative format	1	2	3	4	1	2	3	4
Utilize Computerized documentation	1	2	3	4	1	2	3	4

<b>Equipment</b>	<b>Proficiency</b>				<b>Frequency</b>			
Care and cleaning of medical equipment	1	2	3	4	1	2	3	4

<b>Proper use of hospital beds</b>	<b>Proficiency</b>				<b>Frequency</b>			
Scales	1	2	3	4	1	2	3	4
Bed Position	1	2	3	4	1	2	3	4
Bed alarm	1	2	3	4	1	2	3	4
Therapeutic beds	1	2	3	4	1	2	3	4
Therapeutic mattresses	1	2	3	4	1	2	3	4

<b>Proper use of mechanical lifts</b>	<b>Proficiency</b>				<b>Frequency</b>			
Hoyer	1	2	3	4	1	2	3	4
HoverJack	1	2	3	4	1	2	3	4
HoverMatt	1	2	3	4	1	2	3	4

<b>Miscellaneous</b>	<b>Proficiency</b>				<b>Frequency</b>			
Use of pneumatic tube system	1	2	3	4	1	2	3	4
Wound vacuums	1	2	3	4	1	2	3	4
Bladder scanner	1	2	3	4	1	2	3	4
Bed Scale	1	2	3	4	1	2	3	4
Walker/Crutches	1	2	3	4	1	2	3	4
Traction	1	2	3	4	1	2	3	4
Sequential compression devices	1	2	3	4	1	2	3	4
Blood Glucose Monitor	1	2	3	4	1	2	3	4
Suction equipment set-up	1	2	3	4	1	2	3	4
Care of oxygen equipment	1	2	3	4	1	2	3	4
Utilize hospital communication/information systems, such as telephones and patient call systems	1	2	3	4	1	2	3	4

Utilize computer or electronic device at a basic level, including using a keyboard	1	2	3	4	1	2	3	4
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Provision of Care	Proficiency				Frequency			
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**Types of bathing**

Complete Bed Bath	1	2	3	4	1	2	3	4
Partial Bed Bath	1	2	3	4	1	2	3	4
Tub Bath with assist	1	2	3	4	1	2	3	4
Sitz	1	2	3	4	1	2	3	4
Whirlpool bath	1	2	3	4	1	2	3	4
Shower	1	2	3	4	1	2	3	4

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Assist with nutritional needs	Proficiency				Frequency			
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Proper feeding techniques (with/without assistive devices)	1	2	3	4	1	2	3	4
Correct positioning of patient during and after feeding	1	2	3	4	1	2	3	4
Special Dietary requirements	1	2	3	4	1	2	3	4
Preparation of food such as opening containers and packages	1	2	3	4	1	2	3	4
Assist patient with menu selection	1	2	3	4	1	2	3	4
Aspiration Precautions	1	2	3	4	1	2	3	4

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Assists with patient admission	Proficiency				Frequency			
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Secure patient valuables	1	2	3	4	1	2	3	4
Adjust bed settings/controls	1	2	3	4	1	2	3	4
Equipment Set-up	1	2	3	4	1	2	3	4
Provide notification to nurse of patient arrival	1	2	3	4	1	2	3	4
Provide patient orientation to room	1	2	3	4	1	2	3	4
Provide assistance with hospital gown	1	2	3	4	1	2	3	4

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Communication	Proficiency				Frequency			
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Provide appropriate and timely information to team members regarding patient care	1	2	3	4	1	2	3	4
Provide introduction of self to patient and explanation of all actions before they are taken	1	2	3	4	1	2	3	4
Communicate clearly and effectively with others using phone/patient call system or in person	1	2	3	4	1	2	3	4

Communicate and immediately report any change in patient condition to nursing supervisor	1	2	3	4	1	2	3	4
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Vital Signs	Proficiency				Frequency			
Oral Temperature	1	2	3	4	1	2	3	4
Axillary Temperature	1	2	3	4	1	2	3	4
Rectal Temperature	1	2	3	4	1	2	3	4
Tympanic Temperature	1	2	3	4	1	2	3	4
Pulse	1	2	3	4	1	2	3	4
Respirations	1	2	3	4	1	2	3	4
Blood Pressure (Manual)	1	2	3	4	1	2	3	4
Blood Pressure Monitor	1	2	3	4	1	2	3	4

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Types of Bedmaking	Proficiency				Frequency			
Unoccupied	1	2	3	4	1	2	3	4
Occupied	1	2	3	4	1	2	3	4
Post Op Surgical	1	2	3	4	1	2	3	4

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Oral Hygiene	Proficiency				Frequency			
Brushing Teeth	1	2	3	4	1	2	3	4
Dental care	1	2	3	4	1	2	3	4
Partials	1	2	3	4	1	2	3	4
Mouth Care (swab, lip ointment)	1	2	3	4	1	2	3	4

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Toileting/Elimination (Bowel/Bladder)	Proficiency				Frequency			
Clean patient and patient environment	1	2	3	4	1	2	3	4
Assist patient with bedpan	1	2	3	4	1	2	3	4
Assist patient with urinal	1	2	3	4	1	2	3	4
Assist patient with bedside commode	1	2	3	4	1	2	3	4
Maintenance and care of foley catheter	1	2	3	4	1	2	3	4
Empty foley catheter	1	2	3	4	1	2	3	4
Provide ostomy care and assistance	1	2	3	4	1	2	3	4
Empty Colostomy	1	2	3	4	1	2	3	4

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Provide	Proficiency				Frequency			
Post-mortem care in accordance with cultural and religious considerations	1	2	3	4	1	2	3	4
Care for Suicidal Patient	1	2	3	4	1	2	3	4
Care for Combative Patient	1	2	3	4	1	2	3	4
Care for Confused Patient	1	2	3	4	1	2	3	4
Care for the dying patient	1	2	3	4	1	2	3	4
Care for patient with DNR order	1	2	3	4	1	2	3	4
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General	Proficiency				Frequency			
Understanding of pain scales	1	2	3	4	1	2	3	4
Maintain patient dignity and privacy at all times	1	2	3	4	1	2	3	4
Prioritize and pace work activities based upon productivity needs	1	2	3	4	1	2	3	4
Patient Identification using Two Patient Identifiers	1	2	3	4	1	2	3	4
Incorporate federal regulatory laws into care (i.e. Patient Bills of Rights, HIPAA, Joint Commission National Patient Safety Goals, SDS)	1	2	3	4	1	2	3	4
Assists with Patient Transport	1	2	3	4	1	2	3	4
Measuring Height and Weight	1	2	3	4	1	2	3	4
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Assists with patient discharge	Proficiency				Frequency			
Assist with transport for patient such as a wheelchair/stretchers	1	2	3	4	1	2	3	4
Assist patient with personal belongings	1	2	3	4	1	2	3	4
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Personal Care	Proficiency				Frequency			
Range of Motion	1	2	3	4	1	2	3	4
Back Care/Massage	1	2	3	4	1	2	3	4
Catheter Care	1	2	3	4	1	2	3	4
Colostomy Care	1	2	3	4	1	2	3	4
Tracheostomy Care	1	2	3	4	1	2	3	4
Shaving a patient	1	2	3	4	1	2	3	4
Perineal care	1	2	3	4	1	2	3	4
Shampoo (in sink, tub, or bed)	1	2	3	4	1	2	3	4
Nail care (clean/file)	1	2	3	4	1	2	3	4
Skin care (preventing pressure areas)	1	2	3	4	1	2	3	4

Shaving patient (safety/electric razor)	1	2	3	4	1	2	3	4
Positioning/Turning	1	2	3	4	1	2	3	4

Perform	Proficiency				Frequency			
Application of Ace Bandage	1	2	3	4	1	2	3	4
Cast Care	1	2	3	4	1	2	3	4
Application Hot/Cold Packs	1	2	3	4	1	2	3	4

Infection Control	Proficiency				Frequency			
Hand hygiene	1	2	3	4	1	2	3	4
Standard/Universal Precautions	1	2	3	4	1	2	3	4
Airborne Precautions	1	2	3	4	1	2	3	4
Contact Precautions	1	2	3	4	1	2	3	4
Droplet Precautions	1	2	3	4	1	2	3	4
Personal Protective Equipment	1	2	3	4	1	2	3	4

Procedures	Proficiency				Frequency			
Specimen Collection								
Urine (clean catch)	1	2	3	4	1	2	3	4
Urine(foley)	1	2	3	4	1	2	3	4
Stool	1	2	3	4	1	2	3	4
Emesis	1	2	3	4	1	2	3	4
Blood(fingerstick)	1	2	3	4	1	2	3	4

General	Proficiency				Frequency			
Drains associated with post-operative care of patient (Jackson-Pratt, Hemo-Vac, Wound Vacs, etc.)	1	2	3	4	1	2	3	4
Assist nursing staff during patient, departmental, and facility emergencies	1	2	3	4	1	2	3	4
Perform identification of patient before any procedure using two patient identifiers	1	2	3	4	1	2	3	4
Properly label all specimens	1	2	3	4	1	2	3	4
Removal of indwelling foley catheter	1	2	3	4	1	2	3	4
Removal of external foley catheter	1	2	3	4	1	2	3	4
Set/application of hot/cold packs as directed	1	2	3	4	1	2	3	4

Perform fingerstick for blood glucose	1	2	3	4	1	2	3	4
Replace telemetry leads and change batteries as needed	1	2	3	4	1	2	3	4
Perform administration of enemas such as soap suds/Fleets	1	2	3	4	1	2	3	4
Application of TED/Support Stockings	1	2	3	4	1	2	3	4
Application of K-Pads/Modules	1	2	3	4	1	2	3	4
Bowel/bladder training	1	2	3	4	1	2	3	4
Vaginal douche	1	2	3	4	1	2	3	4
Simple dressing change, if applicable	1	2	3	4	1	2	3	4
Prep patient prior to surgery	1	2	3	4	1	2	3	4

Miscellaneous	Proficiency				Frequency			
AED	1	2	3	4	1	2	3	4
Removal of peripheral IV needle and saline lock	1	2	3	4	1	2	3	4
Preparation and use of EKG equipment	1	2	3	4	1	2	3	4
Post Mortem Care with cultural/spiritual considerations	1	2	3	4	1	2	3	4
CPR	1	2	3	4	1	2	3	4

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Years Experience in Clinical Specialty :

Most recent facility worked at :

I hereby certify that ALL information I have provided to Clover Health Services, on this skills checklist and all other documentation, is true and accurate. I understand and acknowledge that any misrepresentation or omission may result in disqualification from employment and/or immediate termination.