

Glassrock Procedure Room/Pre/Post Packet			
Page 1 of 12			
Name:		Employee ID #:	
Unit:		Title:	
Due Date:	New hire: prior to end of unit orientation period: ____/____/____. Current Staff:		
These skills will be considered complete when all below performance criteria are completed and pages 1, 2 and 3 have been scanned and emailed to: hs-cppn@ucdavis.edu			
Skill/Learning Not all skills are applicable to all Nursing areas – if not applicable mark as N/A	Completed Online Module	Date Completed (or N/A)	Verifier Initials
Adult Respiratory Assessment Skills Checklist #DAHS-NSCARA14			
Bravo pH Set Up Skills Checklist #DAHS-NGNBRAVO16			
Cardiac Pain Assessment & Management Skills Checklist #DAHS-NSCCPAM14			
CRE Balloon Skills Checklist #DAHS-NSCCREB15			
Cytology Specimens During Endoscopy Skills Checklist #DAHS-NSCCSDE15			
Dilatation During Endoscopy Skills Checklist #DAHS-NSCDDE15			
Double Balloon Set-Up Skills Checklist #DAHS-NSCDBSU15			
End-tidal carbon dioxide monitoring Skills Checklist #DAHS-NSCETCDM15			
Electro-Surgical Unit Skills Checklist #DAHS-NSCESU14			
Fire Safety in the Operating Room Online Module Only #DAHS-NACFSOR14			
Flexible Endoscope Reprocessing Skills Checklist #DAHS-NSCFER14			
Gastrostomy Tube Skills Checklist #DAHS-NSCGT14			
Immediate Use Steam Sterilization and Instrument Management Online Module Only # DAHS-NACIUSSIM15			
Latex Allergy in the Operating Room Online Module Only #DAHS-NACLAOR15			
Lidocaine for Intradermal Use Administration Skills Checklist #DAHS-NGNLFUIA11-2. Completion of Online Module DAHS-NGNLFUIA11 and performed per UC Davis Health Standardized Procedure II-1			
Obtaining a 12-Lead ECG Skills Checklist #DAHS-NSCOLE14			
PEG Tube Placement; Set-up and Assist Skills Checklist #DAHS-NSCPEGTPSUA14			

Glassrock Procedure Room/Pre/Post Packet

Page 2 of 12

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Pharmacology Review for the Operating Room Online Module Only #DAHS-NPROR12			
Preoperative Patient Skin Antisepsis Online Module Only #DAHS-NACPPSA14			
Recovery, Post-Surgical Skills Checklist #DAHS-NSCRPS14			
Respiratory Emergencies and Equipment Skills Checklist #DAHS-NSCREE14			
Risk Management in the Operating Room Online Module Only #DAHS-NACRMOR14			
Single Balloon Setup Skills Checklist #DAHS-NSCSBSU15			
Tracheostomy Care Skills Checklist #DAHS-NSCTC15			
Universal Protocol and Pre-procedures Online Module Only #DAHS-NGNUPPC14			

Glassrock Procedure Room/Pre/Post Packet

Page 4 of 12

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Adult Respiratory Assessment Skills Checklist #DAHS-NSCARA14

<u>References:</u>		
Note type of oxygen delivery system, method of airway management and/or mode of ventilation.		
Make general observation of patient's overall status.		
Observe for rate, depth, pattern, symmetry, and effort of respirations. Observe for use of accessory muscles.		
Observe for color and pallor of skin and mucous membranes.		
Observe for color, quantity, odor and consistency of secretions.		
Observe position of trachea.		
Auscultate in an orderly manner all lung fields and describe lung sounds appropriately.		
Palpate neck, chest, and shoulders to assess for the presence of subcutaneous air.		
Monitor and document oxygen saturations and End Tidal CO2 levels when appropriate.		
Describe/demonstrate method for contacting respiratory therapy.		
Have available in the patient's room, and know how to use, necessary respiratory equipment.		
Locate/describe emergency respiratory equipment.		
Document all pertinent information in the appropriate locations.		

Bravo pH Probe Placement #DAHS-NGNBRAVO16

<u>References:</u>		
1. GI Endoscopy Unit Policy and Procedure 240 : Bravo pH Probe Placement		
See GI Endoscopy Unit Policy and Procedure 240 : Bravo pH Probe Placement, SGNA Guidelines, Vendor in-service		
Set up room for procedure. Gather supplies for Bravo placement: Bravo machine, capsule, pH solutions, glass tubes and holder recorder and diary sheets.		
Demonstrate ability to teach patient/family proper charting on diary. Pre-and post-instructions.		
Demonstrate appropriate monitoring and safe administration of medications during the procedure.		
Document on EMR and patient's instruction sheet.		

Glassrock Procedure Room/Pre/Post Packet

Page 5 of 12

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Cardiac Pain Assessment & Management Skills Checklist #DAHS-NSCCPAM14

References:		
<ol style="list-style-type: none"> Advanced Cardiac Life Support (ACLS) Provider Manual, 2010 Edition Frishman, William H., & Sica, Domenic A., Cardiovascular Pharmacotherapeutics. 3rd Edition, Cardiotext Publishing, May, 2011. Davis, L. 2004. Cardiovascular Nursing Secrets. Elsevier. JCAHO Core Measures 2011 UC Davis Health Standardized Procedure II-22: Nursing Intervention in the Event of Certain Medical Emergencies in Adult Patients (Ambulatory Clinics) 		
Assess the chest pain to determine if it is cardiac ischemic in origin. Utilize the 0-10 pain scale and the PQRST scale.		
Diagnostics and Interventions: <ul style="list-style-type: none"> Place patient on cardiac, pulse oximetry and automatic BP monitor. Obtain/review 12-lead ECG during chest pain episode. Assess for signs of hypoxemia; administer oxygen therapy as indicated. Establish IV and draw and review cardiac labs 		
Administer medications as MD ordered: Nitroglycerin sublingual or spray; IV Nitroglycerin infusion; Morphine Sulfate IV, ASA, and beta-blockers, if stable. State the rationale of the above treatment and the patient monitoring requirements.		
Provide continuous ECG monitoring to evaluate ST, T-wave changes and detect dysrhythmia development.		
State the overall goals of treatment in the management of pain related to myocardial ischemia.		
Assess level of anxiety and indicate means to alleviate it.		
Reassess patient after each intervention. Alert MD if no improvement.		
Anticipate other medications and interventions that might be indicated.		
Document all assessments, interventions, medications and responses.		

CRE Balloon Skills Checklist #DAHS-NSCCREB15

References:		
Vendor In-service		
Gather all equipment needed for this procedure: dilatation balloons, pressure syringe, injection needle, sterile water, contrast (if being done under fluoroscopy).		
List indications and contraindications for this procedure.		
Assist physician as needed during the procedure.		
Document procedure on EMR and sizes of balloons used.		

Cytology Specimens During Endoscopy Skills Checklist #DAHS-NSCCSDE15

References:		
1. GI Endoscopy Unit Policy and Procedure 70 : Cytology Specimens During Endoscopy		
See GI Endoscopy Unit Policy and Procedure 70 : Cytology Specimens During Endoscopy		

Glassrock Procedure Room/Pre/Post Packet		
Page 6 of 12		
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Cytology Specimens During Endoscopy Skills Checklist #DAHS-NSCCSDE15 (Continued)		
List indications and contraindications for this procedure.		
Gather accessories and equipment needed for this procedure.		
Knowledge of which solutions and specimen containers should be used for this collection.		
Demonstrate appropriate handling and labeling of specimens collected.		
Send specimens to lab.		
Document in EMR.		
Dilatation During Endoscopy Skills Checklist #DAHS-NSCDDE15		
References:		
1. GI Endoscopy Unit Policy and Procedure 80 : Dilatation During Endoscopy		
See GI Endoscopy Unit Policy and Procedure 80 : Dilatation During Endoscopy		
Identify, locate and describe the types of dilators		
List 3 indications for use and 3 possible contraindications for this procedure.		
Demonstrate the setup of equipment and accessories needed for this procedure.		
Assist as needed during the procedure.		
List possible complications and nursing interventions for this procedure.		
Document in EMR the size of accessories used.		
Double Balloon Set-Up Skills Checklist #DAHS-NSCDBSU15		
References:		
1. GI Endoscopy Unit Policy and Procedure 260 : Double Balloon Set Up		
Set up room for procedure. Gather supplies needed: Fuginon double balloon cart, scope and supplies.		
Demonstrate set up of balloon and scribing measurements during procedure.		
Demonstrate safe administration of medications.		
RN assist with sclero injection if needed.		
Document in EMR.		

Glassrock Procedure Room/Pre/Post Packet
Page 7 of 12

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End-Tidal Carbon Dioxide Monitoring Skills Checklist #DAHS-NSCETCDM15

References:	
<ol style="list-style-type: none"> 1. Elsevier Skills <ul style="list-style-type: none"> • Capnometry and Capnography • End-Tidal Carbon Dioxide Measurement: Continuous Monitoring 	
Elsevier Skills for reference only	
If the patient was not intubated, applied the ETCO2-nasal cannula and connected it to the capnograph.	
If the patient is intubated, assembled the airway adapter, and connected it to the patient circuit as close as possible to the patient's ventilator connection.	
Observed waveform for quality.	

Electro-Surgical Unit Skills Checklist #DAHS-NSCES

References:	
<ol style="list-style-type: none"> 1. SGNA Manual of Gastrointestinal procedures, 4th edition 2. SGNA core curriculum 3. Valley Lab - Force 2 Electro-surgical generator instruction manual 4. SGNA Standards for Practice in the GI Endoscopy setting 	
Check the integrity of the electrical insulation on all probes, cables and connections prior to procedure.	
Demonstrate observation of all safety rules that apply to monopolar electro-surgery. Check ESU for proper working condition.	
Demonstrate safe set up of ESU.	
Demonstrate proper placement of grounding pad, avoiding any bony prominence, excessive hair. Place pad farthest from cardiac pacemaker. Do not place on hip where patient had prior hip surgery.	
Check that all snares/forceps are in proper working order prior to procedure.	
Attach appropriate snare size to specific manufacturers cord.	
Connect polyp trap to snare to retrieve specimen.	
Demonstrate wattage setting and configuration with physician.	
Set ESU and place in stand-by mode until physician is ready to continue with cautery.	
Place foot pedal in correct position for physician to use.	
Demonstrate ability to safely use snare wires/grasping forceps.	
Demonstrate ability to retrieve, accurately label and carefully dispatch specimen to appropriate lab.	
Observe patient and report any complications to physician.	
Document accurately procedure performed, equipment, and settings used.	

Glassrock Procedure Room/Pre/Post Packet

Page 8 of 12

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Fire Safety in the Operating Room Online Module #DAHS-NACFSOR14

Completed Fire Safety in the Operating Room **Online Module #DAHS-NACFSOR14**

Flexible Endoscope Reprocessing Skills Checklist #DAHS-NSCFER14

References:

1. SGNA standard for infection control and reprocessing of flexible endoscopes
2. SGNA standard for the safe and effective handling of Cidex OPA
3. SGNA study module and video on reprocessingscopes

Practice standard precautions including gown, gloves, mask & eye protection.

Avoid contaminating clean objects with dirty gloves.

Document patient name, endoscope ID number/s and initials of person processing the scope for every procedure.

Recognize cleaning and disinfecting solutions used, manufacturer recommended dilution, effective use-life, soak times and potency check method.

Immediately after case, begin manual cleaning process by attaching air/water cleaning adapter and purge air/water channel with enzymatic cleaner.

Suction scope with enzymatic cleaner until fluid is clear and end by suctioning air to clear fluid. Wipe down the exterior of the scope with enzymatic cleaner.

Attach protective video cap and take to reprocessing room.

Detach all removable parts.

Connect leak test device and turn on. Fully submerge the endoscope in fresh water and flex the bending rubber up/down and left/right. Observe for leaks or external damage and report to technical department and/or send for repair through Clinical Engineering after completing reprocessing.

If scope is sent for repair, complete all required information in the scope repair logbook in the cleaning room.

Turn off leak test device. Allow 30 seconds for scope to depressurize before disconnecting scope from leak tester.

Immerse and thoroughly clean exterior of endoscope in cleaning detergent. Brush all accessible channels. Scrub brush and rinse all removable parts.

Rinse scope with clean water.

Place the scope in the automated reprocessor and attach all channel adapters according to manufacturer's instructions and complete cycle.

After processing, perform final alcohol rinse and air dry, per manufacturer's instructions.

Remove from reprocessor and hang scope vertically in a well-ventilated dust-free environment.

Do not replace valves until the next use.

Gastrostomy Tube Skills Checklist #DAHS-NSCGT14

References:

1. UC Davis Health Policy [8011](#): Enteral Tube Feeding Management

Assess gastrostomy tube and provide site care.

Glassrock Procedure Room/Pre/Post Packet

Page 9 of 12

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Gastrostomy Tube Skills Checklist #DAHS-NSCGT14 (Continued)		
Demonstrate how to correctly administer medications and feedings.		
Identify medications that may not be given via gastrostomy tube		
Immediate Use Steam Sterilization & Instrument Management in the Operating Room Online Module #DAHS-NACIUSSIM15		
Completed Immediate Use Steam Sterilization & Instrument Management in the Operating Room Online Module #DAHS- NACIUSSIM15		
Latex Allergy in the Operating Room Online Module #DAHS-NACLAOR15		
Completed Latex Allergy in the Operating Toom Online Module #DAHS-NACLAOR15		
Lidocaine for Intradermal Use Administration Skills Checklist #DAHS-NGNLFUA11-2		
References:		
1. Standardized Procedure II-1 : Use of Lidocaine Injection By A Certified Registered Nurse		
Completed Lidocaine for Intradermal Use Administration Online Module #DAHS-NGNLFUA11		
Please see Standardized Procedure II-1 : Use of Lidocaine Injection By A Certified Registered Nurse, Attachment 1 : Certification Form – Use of Lidocaine for individual checklist.		
Obtaining a 12-Lead ECG Skills Checklist #DAHS-NSCOLE14		
References:		
1. Structure Standards: Critical Care , Telemetry, Maternal Child Health		
2. GE Marquette Resting ECG Analysis System Operator's Manual		
Demonstrate use of 12-lead ECG available in area.		
Place patient supine and provide for patient privacy.		
Enter patient data prior to obtaining 12-lead ECG.		
Correctly place leads, ensure that there is no tension on the cable.		
Obtain 12-lead reading, recognize proper tracing, trouble-shooting artifact.		
Disconnect equipment and clean as necessary.		
Document all pertinent data, and notify appropriate staff of results		
PEG Tube Placement; Set-up and Assist Skills Checklist #DAHS-NSCPEGTPSUA14		
References:		
Properly set up room for specific case. Gather supplies for PEG, including PEG kit, povidone iodine, sterile gloves, soft wrist restraints, dressing materials.		
Demonstrate ability to teach patient and/or family in proper care of PEG tube including prevention of any action resulting in increased tension on the gastrostomy tube after insertion (e.g., placing dressings under skin disk retainer or pulling on the tube). Instruct in care of tube including flushes before and after tube feedings and administration of medications.		

Glassrock Procedure Room/Pre/Post Packet

Page 10 of 12

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PEG Tube Placement; Set-up and Assist Skills Checklist #DAHS-NSCPEGTPSUA14 (Continued)		
Demonstrate ability to apply dressing over PEG site per physician's instructions.		
Document patient and family teaching in nurse notes, ensure patient has correct manual from PEG kit, and sticker from PEG kit is placed in progress notes or patient chart by physician.		
Administer prophylactic IV antibiotics per physician's orders.		
Demonstrate appropriate monitoring and assessment technique of patients, pre-, during and post-procedure.		
Demonstrate procedure for safe administration of medications used for moderate sedation.		
Demonstrate skill in providing safe nursing care for patients undergoing routine and emergency procedures.		
Demonstrate proper positioning of patient pre- and during procedure.		
Complete and accurately document procedure.		
Demonstrate proper handling, labeling and dispatch of specimens obtained.		
Demonstrate proper breakdown of procedure room and set up for next case.		
Transport patient to the PACU and report to the PACU nurse.		
Pharmacology Review for the Operating Room #DAHS-NPROR12		
Completed Pharmacology Review for the Operating Room Online Module #DAHS-NPROR12		
Preoperative Patient Skin Antisepsis Online Module #DAHS-NACPPSA14		
Completed Preoperative Patient Skin Antisepsis Online Module #DAHS-NACPPSA14		
Recovery, Post-op Surgical Skills Checklist #DAHS-NSCRPS14		
References:		
1. Structure Standards, SICU , General Issues		
2. Performance Standards for Clinical Nurses-PACU		
Perform initial rapid assessment of cardiorespiratory systems		
Receive patient and report from anesthesia provider (e.g., anesthetic events, medications, vital signs, EBL, intake & output, lab values).		
Perform quick visual assessment, measure vital signs, assess LOC, and report abnormal findings to the anesthesia provider at the bedside.		
Monitor vital signs Q15 minutes X 6 or more frequently if unstable.		

Glassrock Procedure Room/Pre/Post Packet		
Page 11 of 12		
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Respiratory Emergencies and Equipment Skills Checklist #DAHS-NSCREE14		
References		
<ol style="list-style-type: none"> 1. UC Davis Health Policy 13035: Administration of Medications for Rapid Sequence Intubations in Adults 2. UC Davis Health Policy 17020: Inhaled Pulmonary Drug Administration 3. Textbook of Advanced Cardiac Life Support, 2006 4. Wells and Murphy, Manual of Emergency Airway Management, 2004 5. Textbook of Advanced Cardiac Life Support, 2006 		
Demonstrate ability to regulate oxygen flow via thumbscrew controller of O ₂ flow meter; identify types of patients likely in need of O ₂ administration.		
Describe use of and demonstrates proficiency in use of O ₂ equipment.		
Demonstrate setup for endotracheal intubation including equipment and drugs commonly used and state indication for ET intubation. (See UC Davis Health Policy 13035)		
Identify basic concepts of what alarms indicate and rationale for <u>never</u> turning alarms off.		
Describe or demonstrate preparation of a patient for emergent cricothyrotomy or tracheostomy; locates essential equipment;		
Successfully demonstrate ET tube, tracheal and nasal/oral suctioning of airways using correct equipment and technique.		
Describe or demonstrate preparation of patient for a thoracentesis including obtaining necessary equipment; state indications for procedure and function.		
Document all respiratory treatments, medications, related procedures, assessments, interventions, and the effects of each. Re-assess patient's status PRN as indicated by the patient's condition. Obtain MD order for paralytics and sedatives in order to maintain control of patient, patient's airway, and patient's comfort.		
Demonstrate use of pulse oximetry for monitoring patient.		

Risk Management in the Operating Room Online Module #DAHS-NACRMOR14		
Completed Risk Management in the Operating Room Online Module #DAHS-NACRMOR14		

Single Balloon Setup Skills Checklist #DAHS-NSCSBSU15		
Olympus Single Balloon Guidelines In-service per vendor		
Obtain proper equipment for procedure: Single balloon machine and over tube		
Prepare patient for procedure. List indications and contraindications and proper nursing interventions.		
Assist physician as needed during procedure if not sedating.		
Document in EMR		

Glassrock Procedure Room/Pre/Post Packet

Page 12 of 12

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Tracheostomy Care Skills Checklist #DAHS-NSCTC15

References:

- Elsevier Skills – Tracheostomy Care

Elsevier Skills for reference only		
State process of tracheostomy and related patient assessment		
Demonstrate tracheostomy care for patients		
Verbalize frequency of tracheostomy care		
Identify differences in care of new tracheostomy versus established tracheostomy		
Name mandatory bedside equipment for tracheostomy patients and rational		
Verbalize emergency complication interventions for tracheostomy		

Universal Protocol and Pre-procedures Online Module #DAHS-NGNUPPC14

Completed Universal Protocol and Pre-procedures Online Module #DAHS-NGNUPPC14		
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