

SAME DAY SURGERY CENTER OR/Pre-Op/PACU Skills

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Name:		Employee ID #:
Unit:		Title:
Due Date:	New hire: prior to end of unit orientation period: ____ / ____ / ____ Current Staff:	

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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			
Arterial Pressure Monitoring Skills Checklist #DAHS-NSCAPM14			
Bi-PAP Skills Checklist #DAHS-NSCBP14			
Blood Draws Skills Checklist #DAHS-NSCBD14			
Cardiac Pain Assessment & Management Skills Checklist #DAHS-NSCCPAM14			
Cardiac Tamponade Skills Checklist #DAHS-NSCCT14			
Cervical Collar Skills Checklist #DAHS-NSCCC14			
Chest Tube Skills #DAHS-NSCCT13: Performs per policy 17002 Chest Tube Management			
Code Management in the OR Online Module #DAHS-NSCCM15			
Endotracheal Intubation & Mechanical Ventilation Skills Checklist #DAHS-NSCEIMV14			
Fire Safety in the Operating Room Online Module #DAHS-NACFSOR14			
Gastrostomy Tube Skills Checklist #DAHS-NSCGT14			
Immediate Use Steam Sterilization & Instrument Management in the Operating Room Online Module Only #DAHS-NACIUSSIM15			
Latex Allergy for the Operating Room Online Module Only #DAHS-NACLAOR15			
Malignant Hyperthermia Online Module #DAHS-NACMHPMOR16			
MDI with Spacer Skills Checklist #DAHS-NSCMDIS14			
Neuromuscular Blocking Agents (NMBA) Skills Checklist #DAHS-NSCNBA14			

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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
Obtaining a 12-Lead ECG Skills Checklist #DAHS-NSCOLE14			
Preoperative Patient Skin Antisepsis Online Module #DAHS-NACPPSA14			
Respiratory Emergencies and Equipment Skills Checklist #DAHS-NSCREE14			
Risk Management in the Operating Room Online Module #DAHS-NACRMOR14			
Safe Patient Handling in the Operating Room Online Module #DAHS-NGNSPHOR15			
Temporary Transvenous /Epicardial Pacemaker Skills Checklist #DAHS-NSCTTEP14			
Tracheostomy Care Skills Checklist #DAHS-NSCTC15			
Universal Protocol and Pre-procedures Online Module #DAHS-NGNUPPC14			
Wound & Drain Care After Head & Neck Surgery Skills Checklist #DAHS-NSCWVT14			
Additional Skill/Learning for Pre-Op/PACU only. Not all skills are applicable to all Nursing areas – if not applicable mark as N/A			
Pharmacology Review for the OR Online Module Test #DAHS-NPROR12			
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			
Recovery, Post-Surgical Skills Checklist #DAHS-NSCRPS14			

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SIGNATURE PAGE:

Signature and Printed Name of Verifier (preceptor or other verified personnel) who have initialed on this form:

Initial:	Print Name:	Signature:

PRECEPTEE STATEMENT AND SIGNATURE:

I have read and understand the appropriate UC Davis Health Policies and Procedures and/or equipment operations manual, I have demonstrated the ability to perform the verified skills as noted, and I have the knowledge of the resources available to answer questions.

Printed Name	Signature
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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.		

Arterial Pressure Monitoring Skills Checklist #DAHS-NSCAPM14

<u>References:</u>		
1. UC Davis Health Policy 13010 : Peripheral Arterial Line Management		
State indications for arterial pressure monitoring.		
Identify the common sites of insertion.		
Assemble the necessary equipment for arterial line insertion.		
Place the air-fluid interface of the transducer system at the level of the phlebostatic axis.		
Zero the transducer to atmospheric pressure prior to insertion, and PRN.		
Assist with the insertion of the arterial catheter after an Allen's test has been performed.		
Identify the normal arterial waveform and trouble-shoot deviations as necessary.		
Compare the invasive arterial blood pressure measurement (direct), with the indirect method of sphygmomanometry (BP cuff).		
Monitor circulation, sensation, and motor function distal to the insertion site Q2 hrs and document findings in the EMR.		
Observe for blanching of the skin at the insertion site or distally, during flushing of the line.		

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Arterial Pressure Monitoring Skills Checklist #DAHS-NSCAPM14 (Continued)

Obtain blood samples from the arterial line according to UC Davis Health Policy 13046 <i>Drawing laboratory specimens via the arterial line.</i>		
Change the dressing, tubing, and flush solution according to UC Davis Health Policy 13010 <i>Peripheral Arterial Line Management.</i> Assess the site for signs and symptoms of infection.		
Discontinue the arterial line when indicated or ordered and hold direct pressure over the site for five to ten minutes, or until bleeding stops.		
Report to physician and document all pertinent information.		

Bi-PAP Skills Checklist #DAHS-NSCBP14

References:

Describe BiPAP.		
Identify the most common indications for BiPAP use.		
State contraindications for BiPAP use.		
State patient characteristics for successful use of BiPAP.		
Monitor the patient and assess for possible complications.		
Identify criteria to discontinue BiPAP.		
Identify the most common reasons for alarms.		
Document all necessary information.		

Blood Draws Skills Checklist #DAHS-NSCBD14

References:

1. UC Davis Health Policy [13027](#): Blood Draw From Central Venous Catheters
2. UC Davis Health Policy [13029](#): Venipuncture Verification and Blood Withdrawal
3. NCCLS (CLSI) clinical laboratory guideline
4. UC Davis Health System Laboratory Users Guide

State the importance of correct serum lab specimen collection.		
Select appropriate blood specimen tubes, obtain correct labels.		
Choose method of blood draw: venipuncture, arterial puncture, central or arterial line draw.		
Verify identity of patient.		
Explain the procedure to the patient.		
Obtain specimen per policy. Observe standard precautions and use appropriate safety devices.		
Handle specimen appropriately.		

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Blood Draws Skills Checklist #DAHS-NSCBD14 (Continued)

Compare lab results to normal values and the patient's previous results.		
Documentation on electronic record flowsheet.		

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 		
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 cardiaclabs. 		
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.		

Cardiac Tamponade Skills Checklist #DAHS-NSCCT14

References:		
<ol style="list-style-type: none"> Critical Care Nursing, second edition. Cloochesy, Breu, Cardin, Whittaker and Rudy. Thelan's Critical Care Nursing fifth edition. Urdenm Stacy, and Lough Cardiac Nursing fifth edition. Woods, Froelicher, Motzer, Bridges. Textbook of Medical Physiology. Guyton and Hall. The ICU Book, second edition. Paul Marino. 		
Discuss the mechanism of cardiac tamponade. Identify who is at risk and why.		
Identify clinical signs and symptoms of cardiac tamponade.		

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Cardiac Tamponade Skills Checklist #DAHS-NSCCT14 (Continued)

Discuss situations that would lead the nurse to suspect cardiac tamponade in the cardiac surgery patients. What measures should be instituted to confirm the diagnosis?		
What is the treatment for cardiac tamponade?		

Cervical Collar Skills Checklist #DAHS-NSCCC14

References:		
Demonstrate proper placement of cervical collar, changing collar, and skin assessment.		
Describe procedure for skin care, including care of pressure or other high-risk areas and proper documentation.		
State when and how to obtain a hard cervical collar.		
Demonstrate how to change a hard cervical collar and replace pads.		
Document all necessary information.		

Code Management in the OR Online Module #DAHS-NSCCM15

Completed Code Management in the OR Online Module #DAHS-NSCIMITOR17		
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Endotracheal Intubation and Mechanical Ventilation Skills Checklist #DAHS-NSCEIMV14

References:		
Identify indications for endotracheal intubation and mechanical ventilation.		
Assemble the necessary equipment for the insertion of the ETT.		
State nursing responsibilities during intubation.		
Confirm ETT placement		
Assess proper cuff inflation.		
Describe various modes/methods of ventilation.		
Perform ventilator checks and breathe sound auscultation every two hours and document appropriately.		
Perform alarm checks for all ventilation parameters.		
Auscultate breath sounds and vital signs every two hours.		
Suction patient as needed.		
Monitor for changes in oxygenation saturations.		
Properly and safely stabilize airway.		

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Endotracheal Intubation and Mechanical Ventilation Skills Checklist #DAHS-NSCEIMV14 (Continued)

Administer paralytics and sedatives as ordered.		
State conditions to be reported to physician.		
Describe screening criteria for SBT.		
Monitor patient carefully during SBT.		
Assemble equipment necessary for extubation.		
Perform extubation.		
Assess the patient after extubation and initiate post-extubation care.		
Document all pertinent data.		

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

Completed Fire Safety in the Operating Room Online Module #DAHS-NACFSOR14		
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Gastrostomy Tube Skills Checklist #DAHS-NSCGT14

References:		
1. UC Davis Health Policy 8011 : Enteral Tube Feeding Management		
Assess gastrostomy tube and provide site care.		
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		
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Latex Allergy in the Operating Room Online Module #DAHS-NACLAOR15

Completed Latex Allergy in the Operating Room Online Module #DAHS-NACLAOR15		
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Malignant Hyperthermia Online Module Skills Checklist #DAHS-NACMHPMOR16

Completed Malignant Hyperthermia Online Module #DAHS-NACMHPMOR16		
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MDI with Spacer Skills Checklist #DAHS-NSCMDIS14

References:		
1. UC Davis Health Policy 17020 : Inhaled Pulmonary Drug Administration (Excluding Pentamidine/Ribavirin/Surfactant)		
Demonstrate knowledge of how the Pharmacy is notified for MDI.		
Verbalize how to administer MDI with Spacer correctly.		

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MDI with Spacer Skills Checklist #DAHS-NSCMDIS14 (Continued)

Prior to and immediately after use of inhaled bronchodilators, antibiotics and steroids, the patient's pulse, respiratory rate and breath sounds are assessed. Also, any cough or mucous production may be noted.		
Verbalize when to notify Respiratory Therapy or Pharmacy.		
Demonstrate documentation of teaching.		

Neuromuscular Blocking Agents (NMBA) Skills Checklist #DAHS-NSCNBA14

References:		
1. UC Davis Health Policy 13036 Monitoring and Care of the Adult ICU Patient on Neuromuscular Blocking Agent		
2. UC Davis Health Policy 13036 , Attachment 1 , Peripheral Nerve Stimulator		
State indications for NMBAs.		
Describe mode of action. Also, for the commonly used NMBAs describe: dosage range, duration of action, interactions with other medications, adverse reactions.		
Perform systems assessment prior to initiation of paralytic.		
Post signs that patient is receiving neuromuscular blockade.		
Ensure that narcotics and/or sedatives are administered concurrently with neuromuscular blockade administration.		
Frequently repeat systems assessment, including use of peripheral nerve stimulator, per hospital protocol.		
Provide supportive nursing care as per hospital policy.		
Provide emotional support to patient and family.		
After discontinuing the paralytic, perform a systems assessment and compare to baseline assessment.		
Document all pertinent information and revise care plan.		

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.		

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Obtaining a 12-Lead ECG Skills Checklist #DAHS-NSCOLE14 (Continued)

Document all pertinent data, and notify appropriate staff of results

Preoperative Patient Skin Antisepsis Online Module #DAHS-NACPPSA14

Completed Preoperative Patient Skin Antisepsis **Online Module** #DAHS-NACPPSA14

Respiratory Emergencies and Equipment Skills Checklist #DAHS-NSCREE14

References

1. UC Davis Health Policy [17020](#): Inhaled Pulmonary Drug Administration (Excluding Pentamidine/Ribavirin/Surfactant)
2. Textbook of Advanced Cardiac Life Support, 2006
3. UC Davis Health Policy [13035](#): Administration of Medications for Rapid Sequence Intubation in Adults
4. Wells and Murphy, Manual of Emergency Airway Management, 2004

Demonstrate ability to regulate oxygen flow via thumbscrew controller of O2 flow meter; identify types of patients likely in need of O2 administration.

Describe use of and demonstrates proficiency in use of O₂ equipment

Demonstrate setup for endotracheal intubation including equipment and drugs commonly used and state indication for ET intubation. (See Policy [13035](#))

Identify basic concepts of what alarms indicate and rationale for never 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

Completed Safe Patient Handling in the Operating Room **Online Module** #DAHS-NGNSPHOR15

Temporary Transvenous/Epicardial Pacemaker Skills Checklist #DAHS-NSCTTEP14

References:

1. Medtronic Technical Manual Model #5388

Identify indications for temporary pacing.

Set up equipment necessary for insertion of transvenous pacemaker.

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Temporary Transvenous/Epicardial Pacemaker Skills Checklist #DAHS-NSCTTEP14 (Continued)

Prepare skin around insertion site.		
Assist physician with insertion of transvenous pacemaker.		
Initiation of temporary transvenous pacing.		
Initiation of temporary epicardial pacing.		
Determine the stimulation (capture) threshold (output/mA) once a shift and PRN.		
Determine the sensing threshold (sensitivity/mV) once a shift and PRN.		
Set the rate and the A-V interval (if A-V sequential).		
Monitor the patient's ECG for proper pacer functioning (troubleshoot for loss of capture, sensing or failure to fire).		
Monitor the patient's response to pacing.		
Document all pertinent information.		

Tracheostomy Care Skills Checklist #DAHS-NSCTC15

References:

- Elsevier Skills – Tracheostomy Care

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 rationale		
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**

Wound & Drain Care After Head & Neck Surgery Skills Checklist #DAHS-NSCWVT14

References:

- SGNA Standards for Practice in the GI Endoscopy setting
- Olympus EVIS system user's guidebook

Identify different types of flaps.		
Perform wound and flap care and assessment.		

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Wound & Drain Care After Head & Neck Surgery Skills Checklist #DAHS-NSCWVT14 (Continued)

Describe split thickness skin graft (STSG) and care of donor site.		
Identify lymph and chylous drainage.		
Perform drain care and assessment.		

Additional Skill/Learning for Pre-Op/PACU only Not all skills are applicable to all Nursing areas – if not applicable mark as N/A

Pharmacology Review for the OR Online Module Test #DAHS-NPROR12

Completion of online module test Pharmacology Review for the OR #DAHS-NPROR12		
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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.		

Recovery, Post-op Surgical Skills Checklist #DAHS-NSCRPS14

References:		
1. Performance Standards for Clinical Nurses-PACU, Attachment G		
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.		