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Licensed Practical Nurse
Orientation and Clinical Competency Tool

Name: _____

Hire Date: _____

Date Completed: _____

SKILL: Management of Information	Self-Assessment		Skill Development		Skill Competency Validation	
	Independent And Competent With skill	Needs Assistance	Instruction provided		Skill validated by demonstration and documentation	
			Date	Preceptor's Initials	Date	Preceptor's Initials
Management of Information						
EHR						
Knowledge and understanding of confidential information						
Data Entry: Patient History, Problem Sheet, Allergy, Intake						
Generate Provider Flags						
Utilize internal email						
Scanning of documents						
Data Entry: Vision and Hearing Screening results						
Data Entry: Vital Signs, Height & Weight						
Scanning						
Referral Tracking and follow-up						
Lab Tracking and follow-up						
Order Entry						

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SKILL: Management of Information	Self-Assessment		Skill Development		Skill Competency Validation	
	Independent And Competent With skill	Needs Assistance	Instruction provided		Skill validated by demonstration and documentation	
			Date	Preceptor's Initials	Date	Preceptor's Initials
Encounter Forms						
Consent for Procedures						

SKILL: Screening Tests And Procedures	Self-Assessment		Skill Development		Skill Competency Validation	
	Independent and Competent With skill	Needs Assistance	Instruction provided		Skill validated by demonstration and documentation	
			Date	Preceptor's Initials	Date	Preceptor's Initials
Screening Tests & Procedures						
1.) Patient Intake Assessment						
2.) Vital Signs						
a.) Oral Temperature						
b.) Rectal Temperature						
c.) Axillary Temperature						
d) Tympanic Temperature						
e.) Pulse						
f.) Respirations						
g.) Blood Pressure						
h.) Weight						
i.) Height						
j.) Head Circumference						
k.) Pain						

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SKILL: Screening Tests And Procedures	Self-Assessment		Skill Development		Skill Competency Validation	
	Independent and Competent With skill	Needs Assistance	Instruction provided		Skill validated by demonstration and documentation	
			Date	Preceptor's Initials	Date	Preceptor's Initials
l.) Reports Abnormal						
m.) Smoking						
3.) Hemocue a.) Quality Control						
4.) Blood Glucose a.) Quality Control						
5.) HbA1c a.) Quality Control						
6.) Hemocult						
7.) Strep Test a.) Quality Control						
8.) Pregnancy Test a.) Quality Control						
9.) Urine Dipstick a.) Clean Catch U.A.						
10.) Clinitek a.) Quality Control						
11.) Urine Drug Screen						
12.) Venipuncture						

SKILL: Screening Tests & Procedures Continued	Self-Assessment		Skill Development		Skill Competency Validation	
	Independent and Competent With skill	Needs Assistance	Instruction provided		Skill validated by demonstration and documentation	
			Date	Preceptor's Initials	Date	Preceptor's Initials
13.) EKG						
14.) Mantoux Test						

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SKILL: Screening Tests & Procedures Continued	Self-Assessment		Skill Development		Skill Competency Validation	
	Independent and Competent With skill	Needs Assistance	Instruction provided		Skill validated by demonstration and documentation	
			Date	Preceptor's Initials	Date	Preceptor's Initials
15.) Vision Screening						
16.) Hearing Screening						
17.) Tympanogram						
18.) Pulse Oximetry						
19.) Urine Cath						
a.) Adult Male						
b.) Adult Female						
c.) Child						
d.) Infant						
20.) Ear Irrigation						
21.) Eye Irrigation						
a.) Eye Wash Station						
22.) Obtain Cultures						
a.) Throat						
b.) Wound						
c.) Sputum						
23.) Pap Smear						
24.) Aerosol Treatment						
25.) Surgical Procedures						

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SKILL: Screening Tests & Procedures Continued	Self-Assessment		Skill Development		Skill Competency Validation	
	Independent and Competent With skill	Needs Assistance	Instruction provided		Skill validated by demonstration and documentation	
			Date	Preceptor's Initials	Date	Preceptor's Initials
26.) Dressings						
a.) Sterile						
b.) Non-Sterile						
27.) Orthopedic						
a.) Splints						
b.) Casts						
28.) Emergency Procedures						
a.) Suction						
b.) Oxygen						
c.) Crash Cart						

SKILL: Autoclave	Self-Assessment		Skill Development		Skill Competency Validation	
	Independent and Competent With skill	Needs Assistance	Instruction provided		Skill validated by demonstration and documentation	
			Date	Preceptor's Initials	Date	Preceptor's Initials
Autoclave						
a.) Operation						
b.) Cleaning						
c.) Instrument Cleaning						
d.) Instrument Packaging						

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SKILL: Autoclave	Self-Assessment		Skill Development		Skill Competency Validation	
	Independent and Competent With skill	Needs Assistance	Instruction provided		Skill validated by demonstration and documentation	
			Date	Preceptor's Initials	Date	Preceptor's Initials
e.) Positive Result						
f.) Spore Testing						

SKILL: Medications	Self-Assessment		Skill Development		Skill Competency Validation	
	Independent and Competent With skill	Needs Assistance	Instruction provided		Skill validated by demonstration and documentation	
			Date	Preceptor's Initials	Date	Preceptor's Initials
Medications						
1.) Scheduled Drugs						
2.) Uses PDR						
3.) Understands & Checks Physician's Order						
4.) Converts From Systems Correctly						
5.) Calculates Dosage Correctly						
6.) Safety Needles Use						
7.) Administers Medications						
a.) Intradermal Injections						
b.) Sub-Q Injections						
c.) IM Injections						
d.) Z-Track Injections						

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SKILL: Medications	Self-Assessment		Skill Development		Skill Competency Validation	
	Independent and Competent With skill	Needs Assistance	Instruction provided		Skill validated by demonstration and documentation	
			Date	Preceptor's Initials	Date	Preceptor's Initials
e.) Oral						
f.) Rectal						
g.) Instills Ear Drops						
h.) Instills Eye Drops						
8.) Samples						
9.) Stock-Purchased Medications						
10.) Calling In Prescriptions						
11.) Chart Documentation						
12.) Patient Education						
13.) Sign-Out Medications						

SKILL: Immunizations	Self-Assessment		Skill Development		Skill Competency Validation	
	Independent and Competent With skill	Needs Assistance	Instruction provided		Skill validated by demonstration and documentation	
			Date	Preceptor's Initials	Date	Preceptor's Initials
Immunizations: Purpose, Dosage, Frequency, Route, Side-Effects, Pt's ID, & Documentation						
1.) DTaP						
2.) HIB						
3.) HBV						

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SKILL: Immunizations	Self-Assessment		Skill Development		Skill Competency Validation	
	Independent and Competent With skill	Needs Assistance	Instruction provided		Skill validated by demonstration and documentation	
			Date	Preceptor's Initials	Date	Preceptor's Initials
4.) MMR						
5.) DT						
6.) IPV						
7.) Td						
8.) Varicella						
9.) Flu						
10.) Pneumovax						
11.) Prevnar						
12.) Other vaccinations						

SKILL: Telephone Triage	Self-Assessment		Skill Development		Skill Competency Validation	
	Independent and Competent With skill	Needs Assistance	Instruction provided		Skill validated by demonstration and documentation	
			Date	Preceptor's Initials	Date	Preceptor's Initials
Telephone Triage						
1.) Prescription Refills						
2.) Symptoms						
3.) Advice						
4.) Scheduling						

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5.) Protocols						
6.) Charting						

SKILL: Physicals	Self-Assessment		Skill Development		Skill Competency Validation	
	Independent and Competent With skill	Needs Assistance	Instruction provided		Skill validated by demonstration and documentation	
			Date	Preceptor's Initials	Date	Preceptor's Initials
Physicals						
1.) Work						
2.) Sports						
3.) Head Start						
4.) Basic Medical						
5.) Well-Child						

SKILL: Miscellaneous	Self-Assessment		Skill Development		Skill Competency Validation	
	Independent and Competent With skill	Needs Assistance	Instruction provided		Skill validated by demonstration and documentation	
			Date	Preceptor's Initials	Date	Preceptor's Initials
Miscellaneous						
1.) Standard Precautions						
2.) Spill Kit						
3.) Stocking Rooms						

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SKILL: Miscellaneous	Self-Assessment		Skill Development		Skill Competency Validation	
	Independent and Competent With skill	Needs Assistance	Instruction provided		Skill validated by demonstration and documentation	
			Date	Preceptor's Initials	Date	Preceptor's Initials
4.) Ordering Supplies						
a.) Medical						
b.) Pharmacy						
c.) Lab						
d.) Forms & Paper						
e.) LEEP/Coloscopy						
f.) Set-Up						
g.) Cleaning						
h.) Peak Flow						
5.) Removes Sutures						
6.) Applies Steri-Strips						
7.) Range of Motion Exercises						
8.) Applies Hot Packs						
9.) Applies Cold Packs						
10.) Incentive Spirometer						
11.) Assist Lumbar Puncture						
12.) PKU Blood Samples						

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SKILL: PCMH	Self-Assessment		Skill Development		Skill Competency Validation	
	Independent and Competent with skill	Needs Assistance	Instruction provided		Skill validated by demonstration and documentation	
			Date	Preceptor's Initials	Date	Preceptor's Initials
Patient Centered Medical Home						
1.) Knowledge of Medical Home Concepts and Principles						
2.) Knowledge of Population Health Management: Care Coordination and Care Management Processes						
3.) Use Evidence-Based Guidelines and Standards of Care (Protocols and Standing Orders)						
4.) Use Health Information Management (Decision Support Tools)						
5.) Demonstrate use of Behavioral Change Models and Techniques						
6.) Demonstrate effective communication while caring for client, staff and others						
7.) Ability to identify, support and promote client rights, dignity and privacy						
8.) Act in ways that acknowledges the benefits of diversity, values people as individuals and is consistent with people's expressed beliefs and preferences.						
9.) Ability to adapt practice to meet needs of customers/clients						

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