CLOVER HEALTH SERVICES

SKILLS CHECKLIST

LPN/LVN - Ambulatory Care

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 2 = Limited Experience 3 = Comfortable Performing 4 = Proficient
Frequency :- 1 = Never 2 = Sometimes 3 = Often 4 = Always

General Assessment	Proficiency				Frequency			
Respiratory	1	2	3	4	1	2	3	4
Gastrointestinal	1	2	3	4	1	2	3	4
Cardiovascular	1	2	3	4	1	2	3	4
Endocrine	1	2	3	4	1	2	3	4
Neurological	1	2	3	4	1	2	3	4
Integumentary	1	2	3	4	1	2	3	4
Reproductive	1	2	3	4	1	2	3	4

Medication Administration	Proficiency				Frequency			
PO/Sublingual	1	2	3	4	1	2	3	4
IM/Z-track injections	1	2	3	4	1	2	3	4
SQ injections	1	2	3	4	1	2	3	4
Intradermal injections	1	2	3	4	1	2	3	4
Opthalmic drops/ointments	1	2	3	4	1	2	3	4
Rectal/Vaginal suppositories	1	2	3	4	1	2	3	4
Nasal drops/sprays	1	2	3	4	1	2	3	4
Topical ointments/sprays	1	2	3	4	1	2	3	4
Immunizations/vaccinations	1	2	3	4	1	2	3	4

Body Mechanics/Transfers	Proficiency				Frequency			
Turning and Repositioning	1	2	3	4	1	2	3	4
Transfer patient to/from exam table	1	2	3	4	1	2	3	4
Transfer patient to/from wheelchair	1	2	3	4	1	2	3	4
Assist with ambulation	1	2	3	4	1	2	3	4
Assist and transfer to/from toilet	1	2	3	4	1	2	3	4
Lift patient with/without assistance	1	2	3	4	1	2	3	4
Transfer patient to/from stretcher	1	2	3	4	1	2	3	4

Equipment	Proficiency				Frequency			
Hoyer lift	1	2	3	4	1	2	3	4
Glucose monitor (point-of-care)	1	2	3	4	1	2	3	4
Wall suction	1	2	3	4	1	2	3	4
Oxygen set up (nasal cannula, mask, non-rebreather, etc.)	1	2	3	4	1	2	3	4
Heating pads	1	2	3	4	1	2	3	4
Chest tube drainage system	1	2	3	4	1	2	3	4
Indwelling urinary catheter	1	2	3	4	1	2	3	4
Feeding pump (enteral)	1	2	3	4	1	2	3	4
IV pump/infusion device	1	2	3	4	1	2	3	4
Incentive spirometer	1	2	3	4	1	2	3	4
TED hose (application)	1	2	3	4	1	2	3	4
Scale	1	2	3	4	1	2	3	4
Slit lamp	1	2	3	4	1	2	3	4
Exam table	1	2	3	4	1	2	3	4
Personal protective equipment (PPE)	1	2	3	4	1	2	3	4
Crash cart/defibrillator	1	2	3	4	1	2	3	4
AED	1	2	3	4	1	2	3	4
Thermometer	1	2	3	4	1	2	3	4
Blood pressure cuff (manual, electronic)	1	2	3	4	1	2	3	4
Pulse oximetry	1	2	3	4	1	2	3	4
Surgical drain devices	1	2	3	4	1	2	3	4
Wound Vac	1	2	3	4	1	2	3	4
Doppler	1	2	3	4	1	2	3	4
Bladder scanner	1	2	3	4	1	2	3	4
TENS unit	1	2	3	4	1	2	3	4
EKG	1	2	3	4	1	2	3	4

Nursing Process	Proficiency				Frequency			
Greet/admit patients to ambulatory setting	1	2	3	4	1	2	3	4
Triage	1	2	3	4	1	2	3	4
Initial assessment, including vital signs and pain	1	2	3	4	1	2	3	4
Check-in process	1	2	3	4	1	2	3	4
Check-out process	1	2	3	4	1	2	3	4

Creation of nursing care plan	1	2	3	4	1	2	3	4
Documentation of care	1	2	3	4	1	2	3	4
Documentation of assessment findings	1	2	3	4	1	2	3	4
Documentation of diagnostic tests/results	1	2	3	4	1	2	3	4
Initiate order/order sets	1	2	3	4	1	2	3	4
Review orders/chart checks	1	2	3	4	1	2	3	4
Verbal and telephone and read-back process	1	2	3	4	1	2	3	4
Prescription refills	1	2	3	4	1	2	3	4
Patient education- Medications	1	2	3	4	1	2	3	4
Patient education- Disease process	1	2	3	4	1	2	3	4
Patient education- Follow-up and community resources	1	2	3	4	1	2	3	4
Patient identification/identifiers	1	2	3	4	1	2	3	4

Communication	**Proficiency**				**Frequency**			
Hand-off communication	1	2	3	4	1	2	3	4
SBAR	1	2	3	4	1	2	3	4
Team huddles	1	2	3	4	1	2	3	4
Electronic medication administration record (MAR)	1	2	3	4	1	2	3	4
Electronic medical record (EMR)	1	2	3	4	1	2	3	4
Notify provider of critical lab values	1	2	3	4	1	2	3	4
Transfer of patient to hospital	1	2	3	4	1	2	3	4
HIPAA/Protected health information	1	2	3	4	1	2	3	4

Specimen Collection	**Proficiency**				**Frequency**			
Blood	1	2	3	4	1	2	3	4
Urine- Clean catch	1	2	3	4	1	2	3	4
Urine- Straight cath	1	2	3	4	1	2	3	4
Urine- Analysis/dipstick	1	2	3	4	1	2	3	4
Stool	1	2	3	4	1	2	3	4
Sputum	1	2	3	4	1	2	3	4
Labeling of specimens	1	2	3	4	1	2	3	4
Transporting of specimens	1	2	3	4	1	2	3	4
Following chain of command	1	2	3	4	1	2	3	4

Emergency/Safety	Proficiency				Frequency			
BLS protocol	1	2	3	4	1	2	3	4
Safe handling of hazardous medications	1	2	3	4	1	2	3	4
Medication exchange with pharmacy	1	2	3	4	1	2	3	4
Waste of controlled substances	1	2	3	4	1	2	3	4
Indications for 911	1	2	3	4	1	2	3	4
Fire response	1	2	3	4	1	2	3	4
Tornado response	1	2	3	4	1	2	3	4
Disruptive patient/family	1	2	3	4	1	2	3	4
De-escalation techniques	1	2	3	4	1	2	3	4
Infant abduction	1	2	3	4	1	2	3	4
Institution of communicable disease precautions (contact, droplet, airborne)	1	2	3	4	1	2	3	4
Rapid response	1	2	3	4	1	2	3	4
Code Blue /cardiopulmonary arrest	1	2	3	4	1	2	3	4

Professional Issues	Proficiency				Frequency			
Advance directives	1	2	3	4	1	2	3	4
DNR orders	1	2	3	4	1	2	3	4
Delegation to unlicensed assistive personnel	1	2	3	4	1	2	3	4
Scope of practice	1	2	3	4	1	2	3	4
Universal time-out procedure	1	2	3	4	1	2	3	4
Use of communication boards	1	2	3	4	1	2	3	4
Culturally diverse care considerations	1	2	3	4	1	2	3	4
Evidence-based practice principles	1	2	3	4	1	2	3	4

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

Work History

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.