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| image001 | **New Employee Competency Validation Worksheet** |
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| **Employee Name:** |  | **Unit/Department:** | Infusion Center |
| **Job Title:** | Registered Nurse | **\*Evaluation Period:** |  |
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| **Competency** | **\*\* Rationale for Competency**(High Volume, Low Volume, High Risk, Problem Prone, etc) | **\*\* Criteria/ Reference:** (Policy, Procedure or Standard used to validate) | **Age Category**(Pt Age, Gender) | **\*\* Validation Criteria** | **\*\* Validation Method** | **\*\*****Frequency** |  | **Validator:** **Initial and Date:**(must Initial **each** competency) |
| \*\*\* Emergency preparedness | High risk, low volume. | Regulations, policies and procedures. Facility emergency plan. | All | Understands job responsibilities in preparation and responding to a disaster. | Drills, direct observation, in-service sheets, documentation, participation in community event. Reading after-action plan for facility. | Once per year. |  |  |
| \*\*\* Infection prevention | High risk, problem prone. | Policy, DNV and CMS standards. CBLs. | All | Environment of care, work areas are disinfected, cleanliness, hand washing. | Direct observations, record review. | Once per year. |  |  |
| Interpreter services | LV, Quality | Policy Interpreter services and Bilingual staff policy | All | Communication  | Direct observation, able to verbalize process | Once per year.  |  |  |
| Complete Chemotherapy Clinical Practicum Evaluation | HR, HV | ONS Policy and ProcedureCytotoxic therapy Administration Policy  | All | Adhere to safe administration of Chemotherapy | DOUnderstand policy and procedure  | Three times  |  | 1-2-3- |
| Implanted port access and de-access | HV, HR | ONS, INS CLABSI team | All | Able to demonstrate | DO | Three times |  | 1-2-3- |
| Extravasation | HR, LV |  Policy and procedureExtravasation of Intravenous Medication policy | All | Able to verbalize steps to take in the event of an extravasation. Able to locate extravasation kit and policy. | Direct observation, Chart Audit, and demonstration. Able to verbalize process.Understands policy/procedure | Once a year. |  |  |
| Chemotherapy spill | HR, LV | ONS | All | Able to verbalize steps to clean a chemotherapy spill.  | DO and demonstration. Able to verbalize process.Understands policy/procedure | Once a year |  |  |
| Complete Skills Fair Competencies  | HR, Quality | DNV Accreditation | All | Technical skills: Competent at use of equipment for care of oncology patient.  | Completed check-off list | Once |  |  |
| CBL’s complete  | HR, LV | Policy and procedure | All |  | Netlearning | Once per year |  |  |
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| Validator's Initials, Printed Name, Title and signature: |  |
| Validator's Initials, Printed Name, Title, and signature: |  |
| Employee’s Printed Name, Title, and signature: |  |
| Manager’s Printed Name, Title, and signature: |  |

**\* Evaluation Period is January - December each year**

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| **\*\* Refer to Guidelines for Competency Selection and Validation for examples and guidance in completing this form** |
| **\*\*\* Universal Competency - do not remove - may be altered Validation Criteria and/or Validation Method to better define for position** |

**\*\*\*\*There are separate Carve Outs for Medical Oncology, Radiation Oncology and Inpatient Oncology.**

**\*\*Revised 8/10/2022 PD**