

New Hire Name: _____ Unit: _____ Position Clinical Administrative Care Partner (CACP)

Instructions: To complete this form, the new hire CACP must independently demonstrate each skill. The Preceptor(s) will validate this by initially and dating. The Preceptor(s) and new hire CACP must print and sign full names at the end of the form, before giving it to Unit Director/Manager.

Note: The unit/department may have a unit specific checklist to complete in addition to this form.

Age Group(s) Served (Check all that apply)			
<input type="checkbox"/> Neonates (< 30 Days)	<input type="checkbox"/> Adolescents (>= 13 Years & < 18 Years)		
<input type="checkbox"/> Infants (>= 30 Days & < 1 Year)	<input type="checkbox"/> Adults (>= 18 Years & < 65 Years)		
<input type="checkbox"/> Pediatrics (>=1 Year & < 13 Years)	<input type="checkbox"/> Geriatrics (>= 65 Years)		
QSEN Competency Assessment Criteria		Validation of Competency	
Example on how to complete this form: 1. Read the directions above before starting this form		Preceptor Initials	Date
		JP	1/31/20
A. Patient/Family Centered Care		Preceptor Initials	Date
Admit a patient: 1. Orient patient/family to room, visiting hours, and phone 2. Give family written admission information 3. Activate Bedside Tablet			
Transfer a patient: 1. Make sure patient has all personal belongings 2. Call patient transport, if required 3. Discharge the patient in Bedside Tablet 4. Transfer the patient in CareConnect 5. Take current monitor with the patient 6. Bring replacement monitor from receiving unit 7. Clean monitor/telemetry box with disinfectant wipes and store on unit			
Discharge a patient: 1. Make sure patient has all personal belongings 2. Help set up transportation and discharge location 3. Call patient transport, if required 4. Discharge the patient in Bedside Tablet, CareConnect, and monitor			

5. Clean monitor/telemetry box with disinfectant wipes and store on unit		
B. Teamwork and Collaboration	Preceptor Initials	Date
Communicate with healthcare team: 1. Ask RN if you have any questions about patient care 2. Ask other CACPs for help, as needed 3. Provide help to other CACPs, as needed		
Communicate with patient and family: 1. Use CICARE (connect, introduce, communicate, ask, respond, exit) each time you enter/exit a patient room 2. Use CICARE during every patient/family interaction and procedure 3. Use CICARE at the greeter stations and while doing administrative duties 4. Update the whiteboard in each patient bed space per unit process		
Use chain of command: 1. Tell RN of patient issues right away 2. Tell charge RN if patient needs are not being met by the team 3. Tell unit leadership (Unit Director, Supervisor) if charge RN cannot resolve issue		
Order and restock supplies: 1. Order supplies per unit process 2. Restock supplies per unit process		
C. Evidence-Based Practice	Preceptor Initials	Date
Perform job duties within the CACP scope and job description: 1. Review UCLA Health Policy/Guideline and Lippincott Procedures, as needed 2. Complete mandatory education 3. Perform high touch wipe down on all high touch surfaces in places other than patient bed space, under direction of charge RN 4. Provide oral feeding to stable infants with no feeding issues, > 35 weeks gestation, under direction of RN (SM NICU) 5. Take vital signs on infants under the direction of RN (SM NICU) 6. Ask RN if you have questions about patient care (SM NICU)		
D. Quality Improvement	Preceptor Initials	Date
N/A	N/A	N/A
E. Safety	Preceptor Initials	Date
Provide assistance in Emergency Response (Code Blue, Code Stroke, Rapid Response): 1. Press Staff Assist/Code Blue button		

<ul style="list-style-type: none"> 2. Dial #36 on nearest phone 3. Bring Crash cart to bedside 4. Activate Code NICU under direction of charge nurse (SM NICU) 		
<p>Put on and remove Personal Protective Equipment (PPE):</p> <ul style="list-style-type: none"> 1. Perform hand hygiene (soap and water or alcohol-based hand sanitizer) each time you enter/exit room and before all patient contact (Standard Precautions) 2. For Contact/Spore Precautions (ex: C-Diff), perform hand hygiene with soap and water only (do not use hand sanitizer) 3. Place isolation signs on patient door, as directed by RN (ex: Contact, Contact/Spore, Droplet, Airborne precautions) 4. Use required PPE as shown on the isolation precaution signs 5. Put on PPE in this order: gown, mask/respirator, goggles/face shield, gloves 6. Take off PPE in this order: gloves, goggles/face shield, gown, mask/respirator 		
F. Informatics	Preceptor Initials	Date
<p>Use the Pneumatic Tube System to send items:</p> <ul style="list-style-type: none"> 1. Use correct canister (ex: red canister for blood) 2. Make sure canister is closed completely and latched 3. Include paperwork, as needed 4. Check that system says “station ready” 5. Select destination from list 6. Check that system says “selection accepted” 7. Send broken canisters to Facilities 		
<p>Use the Pneumatic Tube System to receive items:</p> <ul style="list-style-type: none"> 1. Check for broken/leaking items 2. Tell charge RN right away if items are broken/leaking 3. Clean canister/bin (ex: disinfectant wipes), as directed by charge RN 4. Tell RN right away when medications are received 5. Deliver medications to the RN per unit process (RR NICU) 6. Take extra canisters from bin 7. Send extra canisters back to appropriate department 		
<p>Document patient transfer out of unit in CareConnect:</p> <ul style="list-style-type: none"> 1. Update patient location, unit, and room number 2. Reset Bedside Tablet 		
<p>Document patient transfer to the unit in CareConnect:</p>		

1. Update room number, admission status, accommodation, and level of care 2. Admit patient at bedside and central monitor 3. Activate Bedside Tablet		
G. Department of Nursing Required Modules		
Age Specific Care		
Crisis Intervention		
NICU Emergency Evacuation		
Patient Education Bundle for In-Patient Nursing		

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Preceptor Printed Name	Preceptor Signature	Preceptor Initials	Preceptor Employee ID	Preceptor Unit	Date

In signing this Initial Competency Validation Checklist, the New Hire CACP has demonstrated the skills required to provide safe patient care appropriate to the age groups served.

New Hire Printed Name: _____ New Hire Signature: _____

New Hire Employee ID: _____ Date: _____

Unit Director/Manager Printed Name: _____ Unit Director/Manager Signature: _____

Unit Director/Manager Employee ID: _____ Date: _____

One Staff = "Init Comp"