

The grid below demonstrates what a Master Competency List might look like for a surgery center.

ANY SURGERY CENTER

Master Competency List

COMPETENCY	RESPONSIBLE POSITION / UNIT
Policies and Procedures	Surgery RNs, Techs, Assistants, Pre-Op & Phase II, PACU, Radiology Techs, GI Techs, Non-Clinical
Compliance and HIPAA Policies	Surgery RNs, Techs, Assistants, Pre-Op & Phase II, PACU, Radiology Techs, GI Techs, Non-Clinical
Equipment Usage	Surgery RNs, Techs, Assistants, Pre-Op & Phase II, PACU, Radiology Techs, GI Techs
Code Blue	Surgery RNs, Techs, Assistants, Pre-Op & Phase II, PACU
Laser Safety/Set-up	Surgery RNs, Techs
EKG Interpretation	Surgery RNs, Pre-Op & Phase II, PACU
Malignant Hyperthermia Crisis	Surgery RNs, Pre-Op & Phase II, PACU
ACLS Certification	Surgery RNs, Pre-Op & Phase II, PACU
CPR Certification	Surgery RNs, Techs, Assistants, Pre-Op & Phase II, PACU
Age Specific Competency	Surgery RNs, Pre-Op & Phase II, PACU
Medication Skills	Surgery RNs, Pre-Op & Phase II, PACU
Glucometer Usage	Pre-Op & Phase II, PACU
Airway Management	Surgery RNs, PACU
National Certification for Surgical Techs	Surgical Technologists
Laparotomy Procedure	Surgical Technologists, Surgery RNs
Steam Leak	Surgical Assistants
Failed Biological	Surgical Assistants
Disaster Plan	Surgery RNs, Techs, Assistants, Pre-Op & Phase II, PACU, Non-clinical
Sharps Handling	Surgery RNs, Techs, Assistants, Pre-Op & Phase II, PACU, GI Techs
Radiation Safety	Radiology Techs
American Society of Radiologic Technology	Radiology Techs
Conscious Sedation	Surgery RNs, Pre-Op and Phase II RNs, PACU RNs

The following grid demonstrates what a Non-Clinical Competency List might look like.

ANY SURGERY CENTER
UNIT SPECIFIC SKILLS COMPETENCY VALIDATION
Unit: Non-Clinical Personnel

KNOWLEDGE/SKILL	METHODOLOGY	FREQUENCY
Policies and Procedures	Read and initial all new policies	Annually
Code Blue	Mock Demonstration and Test	Annually
Disaster Plan	Mock Demonstration	Annually
CPR Certification	Test and Mock Demonstration	Every 2 years
*Patient Registration	Demonstration	Annually
*Insurance Verification	Test and Demonstration	Annually
*Coding and Billing	Test and Demonstration	Annually
*Payment Posting	Demonstration	Annually
*Collections	Policy, Test and Demonstration	Annually
*Charity Care	Policy and Test	Annually

- dependant on position description / cross-training to position

The following grid demonstrates what a Surgery RN Competency List might look like.

ANY SURGERY CENTER
UNIT SPECIFIC SKILLS COMPETENCY VALIDATION
Unit: Surgery RN

KNOWLEDGE/SKILL	METHODOLOGY	FREQUENCY
Policies and Procedures	Read and initial all new policies	Annually
Disaster Plan	Mock Demonstration	Annually
Equipment Usage	Mock Demonstration	Annually
Code Blue (with tracheostomy)	Mock Demonstration and Test	Annually
Laser Safety/Set-up	Mock Demonstration	Annually
EKG Interpretation	Self-learning packet and Test	Annually
Malignant Hyperthermia Crisis	Self-learning packet and Test	Annually
ACLS Certification	Class, Test and Mock Demonstration	Every 2 years
CPR Certification	Test and Mock Demonstration	Every 2 years
Age Specific Competency	Self-learning packet and Test	Annually
Medication Skills	Medication Exam	Annually
Airway Management	Verbal Test and Mock Demonstration	Annually
Sharps Handling - Surgery	Verbal Test and Mock Demonstration	Annually
Laparotomy Procedure	Policy and Procedure Manual	Annually
Conscious Sedation	Self Learning Packet and Test	Annually

Below is a document that can be used to organize an employee's performance appraisal and annual competency documentation.

<u>SURGERY CENTER</u>		
<u>Performance Appraisal</u>		
Employee Name: _____	Date: _____	
Date Review Due to Administration: _____	Director/Supervisor: _____	
<p>Your performance review and competency validation is due. Please make an appointment with Dawn by November 8th so that we can begin the process and complete your review in a timely manner. Thank you!</p>		
Initial Appointment Date: _____	Time: _____	
_____	Self-evaluation of performance form received	Due: _____
_____	Goal-setting discussed and form received	Due: _____
_____	Prior Goal Achievement completed	Due: _____
_____	Peer review choice made and documented (below)	Due: _____
_____	Unit-specific competency validation checklist Policy (____) Equipment (____) Pharmacology(____) Orientation Checklist (____) Unit Specific Competencies (____)	Due: _____
_____	Mini-mandatories complete	
_____	CPR/ACLS complete	
_____	Appointment for final review _____	Time: _____
<u>Peer Review Form to Peer (s)</u>		
Name: _____	Date: _____	Due: _____
(Employee choice)		
Name: _____	Date: _____	Due: _____
(Manager choice)		
<u>Final Review:</u> Date Held: _____		
_____	Performance review completed and discussed with employee	
_____	Goals discussed and finalized. Goals achievement form given.	
_____	Competency validation checklist completed.	
_____	Performance review and documentation to Personnel file.	
* Please bring this with you to all appointments.		