

Madigan Army Medical Center Competency Verification Record
Unit Orientation Initial Competency Assessment

Name of Staff Member: _____ Duty Position: _____ Date Form Initiated: _____
 Date Form Completed: _____ Signature of Staff Member: _____ Signature of Chief: _____

Self Assess	Competency Criteria	Competency level assessed by supervisor for...				Verification Method	Date Verified	Verifier's Signature
		AN RN	91WM6 LPN	91W CNA	Other Staff			
	1. Organization Competencies:							
	A. Verbalizes knowledge of hospital vision/mission.							
	B. Demonstrates appropriate customer service behaviors.							
	C. Demonstrates considerations of others, Army values and respect for team members.							
	D. Verbalizes knowledge of performance improvement program and expected participation. Understands need to identify and notify supervisor of quality issues. Familiar with the FOCUS-PDCA process. Demonstrates knowledge of risk management activities.							
	E. Knows location of MAMC Bylaws, Regulations, Memos, Commanders Policies, DCCS Policies and other sources of info on the MAMC homepage							
	F. Demonstrates knowledge of environment of care policies and procedures.							
	1) Fire Safety							
	a) Dr Firestone							
	b) RACE							
	c) Fire exits and zones							
	d) Oxygen/suction shut off valve							
	e) Fire alarm system							
	2) External disaster (earthquake, etc)							
	3) Bomb threat (Dr Boomer)							
	4) Hazardous materials and MSDS							
	5) Infant abduction drills (Code Purple)							
	a) Emergency Management Plan (EMP)							
	b) HEICS (model used for EMP)							
	6) Electrical safety							

Self Assessment 0 = No knowledge 1 = No experience 2 = Limited experience 3 = Experiences	Competency Level NA = Not applicable for this individual's scope of practice 1 = Competent 2 = Needs Improvement (note follow up action: class, re evaluate and date, instruction, etc.)	Method of verification R = Review of documents V = Verbal W = Written test D = Demonstration O = Direct observation
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Self Assess	Competency Criteria	AN RN	91WM6 LPN	91W CNA	Other	Verification Method	Date Verified	Verifier's Signature
	7) Emergency equipment (crash cart, bathroom key, etc)							
	8) Evacuation exit, route and gathering location (southeast parking lot, row 4)							
	9) Smoking policy							
	G. Demonstrates knowledge regarding confidentiality of hospital equipment/information							
	1) Computers							
	2) Patient records							
	3) Employee records							
	4) Offices and classrooms							
	H. Demonstrates knowledge regarding infection control issues.							
	1) Handwashing							
	2) Blood borne pathogens							
	3) TB tests (schedule per employee category)							
	4) Universal precautions							
	5) PPE							
	6) Fit test M95 mask							
	I. Demonstrates knowledge and awareness regarding administrative issues.							
	1) Accident reporting							
	2) Suicide prevention							
	3) Off-duty safety (vehicle inspections, seat belt use, etc)							
	4) Domestic and workplace violence							
	5) Equal Opportunity (EO)							
	6) POSH (Sexual Harassment)							
	J. Demonstrated knowledge of names and locations of key personnel at MAMC (Commander WRMC, Hospital Commander, DCCS, DCA, Deputy Commander for Nursing, Chief Nurse, etc)							
	2. Department Competencies							
	A. Introduced to department staff							
	B. Demonstrated understanding of duties and responsibilities of department personnel. Oriented to major activities of each department staff member.							

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Self Assess	Competency Criteria	RN RN	91WM6 LPN	91W CNA	Other	Verification Method	Date Verified	
	4) Rating chain							
	5) Travel credit card							
	6) Leave and TDY projection book							
	7) Department policies							
	8) Sick leave/quarters policy							
	9) Duties and responsibilities							
	10) Work hours							
	11) Physical training							
	12) EPP/EMP							
	G. Demonstrates purpose and responsibility regarding 6-part folders. Knows where to maintain folder.							
	H. Attends required classes as appropriate for duties and responsibilities.							
	1) Credit card							
	2) CDS							
	3) Computer							
	4) JCAHO Continuous Compliance							
	5) Military courses							
	6) Supervisory courses							
	7) HELP Course							
	8) AKO account							
	I. Demonstrates knowledge of budget procedures, planning and monitoring							
	J. Demonstrates understanding regarding							
	1) CEU process							
	2) TDY process							
	3) Inprocessing of hospital personnel							
	4) Outprocessing of hospital personnel							
	5) SWANK tapes and course registration							
	K. Oriented to locations and duties of hospital units/clinics/observations units.							
	L. Oriented with evening supervisor and bed manager							
	M. Orient to meetings (content, dates, times, and locations).							
	5) EBOD							

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	6) Education Coordinating Activities							
	7) Other							
	3. Equipment							
	A. Obtain passwords, training, and locate the following computer support systems.							
	1) CHCS							
	2) CIS							
	4) Personal computer							
	5) CDS							
	6) Form flow							
	7) Outlook							
	8) "J" drive							
	9) MAMC homepage							
	10) Computer help line							
	14) Internet							
	15) Virus protection							
	16) LCR card							
	B. Demonstrated understanding of classrooms and office support.							
	1) TV							
	2) VCR							
	3) Proxima							
	4) Fax machine							
	5) Telephones							
	6) Printer							
	7) ABC cart							
	8) PTS system							
	9) Key control and locations							
	10) Pager system							
	4. Other							

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