

Emergency Department Intake Competency Checklist	
Name:	Employee ID #:
Unit:	Title:
Due Date:	
PERFORMANCE CRITERIA - Unless otherwise specified all skills will be demonstrated in accordance with the appropriate UC Davis Health Policy and Procedure.	
These skills will be considered complete when all below performance criteria are completed and pages 1, 2, 3 and 4 have been scanned and emailed to: hs-cppn@ucdavis.edu	

Emergency Department Intake Competency	# DAHS-NSCEDIC24	Date
References:		
1. Emergency Department Structure Standards 22014		
Complete 8-hour Introduction to Intake/ESI OR Complete Introduction to Intake/ESI with ED Educator		
Complete between 12-36 hours of orientation with a preceptor in intake.		
Score at least 80% on ESI competency test		
ED Educator will evaluate at least 10 triages and review for accuracy of ESI, ordering appropriate order sets and completion of mandatory screening		
During orientation shifts, spend 2 hours with flow coordinator to better understand the importance of ESI accuracy.		

SIGNATURE PAGE:		
Signature and Printed Name of Verifier (preceptor or other verified personnel) who have initialed on this form:		
Initial:	Print Name:	Signature:

PRECEPTEE STATEMENT AND SIGNATURE:
I have read and understand the appropriate UC Davis Health Policies and Procedures and/or equipment operations manual, I have demonstrated the ability to perform the verified skills as noted, and I have the knowledge of the resources available to answer questions.

Name:	Signature:	Date:
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