

Glassrock Procedure Room/Pre/Post Packet			
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Name:		Employee ID #:	
Unit:		Title:	
Due Date: _____ (new hires: prior to end of orientation period)			
These skills will be considered complete when all below performance criteria are completed and pages 1 and 2 have been scanned and emailed to: hs-cppn@ucdavis.edu			
Skill/Learning Not all skills are applicable to all Nursing areas – if not applicable mark as N/A	Skill Code (For CPPN Use Only)	Date Completed (or N/A)	Verifier Initials
Adult Respiratory Assessment Skills Checklist	DAHS-NSCARA14		
Bravo pH Set Up Skills Checklist	DAHS-NGNBRAVO16		
Cardiac Pain Assessment & Management Skills Checklist	DAHS-NSCCPAM14		
CRE Balloon Skills Checklist	DAHS-NSCCREB15		
Cytology Specimens During Endoscopy Skills Checklist	DAHS-NSCCSDE15		
Dilatation During Endoscopy Skills Checklist	DAHS-NSCDDE15		
Double Balloon Set-Up Skills Checklist	DAHS-NSCDBSU15		
End-tidal carbon dioxide monitoring Skills Checklist	DAHS-NSCETCDM15		
Electro-Surgical Unit Skills Checklist	DAHS-NSCESU14		
Gastrostomy Tube Skills Checklist Performs per Clinical Policies 8011, Enteral Nutrition for Adult Patients , 8018: Enteral Tube Feeding for Pediatric and Neonatal Patients , and 4055, Medication Administration	DAHS-NSCGT14		
Lidocaine Skin Anesthetic Injection by a Certified RN: use one or both of these forms: Lidocaine Skin Anesthetic Intra-dermal Injection and/or Lidocaine Skin Anesthetic Needle Free Injection			
Obtaining a 12-Lead ECG Skills Checklist	DAHS-NSCOLE14		
PEG Tube Placement: Set-up and Assist Skills Checklist	DAHS-NSCPEGTPSUA14		
Recovery, Post-Surgical Skills Checklist	DAHS-NSCRPS14		
Respiratory Emergencies and Equipment Skills Checklist	DAHS-NSCREE14		
Single Balloon Setup Skills Checklist	DAHS-NSCSBSU15		
Tracheostomy Care Skills Checklist #DAHS-NSCTC15: Performs per UC Davis Health Policy 17003 Airway Management for Adult Patients and Policy 17038 Pediatric and Neonatal Airway	DAHS-NSCTC15		

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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.

Printed Name	Signature
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Adult Respiratory Assessment Skills Checklist #DAHS-NSCARA14

Notes type of oxygen delivery system, method of airway management and/or mode of ventilation.		
Makes general observation of patient's overall status.		
Observes for rate, depth, pattern, symmetry, and effort of respirations. Observe for use of accessory muscles.		
Observes for color and pallor of skin and mucous membranes.		
Observes for color, quantity, odor and consistency of secretions.		
Observes position of trachea.		
Auscultates in an orderly manner all lung fields and describe lung sounds appropriately.		
Palpates neck, chest, and shoulders to assess for the presence of subcutaneous air.		
Monitors and documents oxygen saturations and End Tidal CO2 levels when appropriate.		
Describes/demonstrates method for contacting respiratory therapy.		
Has available in the patient's room, and knows how to use, necessary respiratory equipment.		
Locates/describes emergency respiratory equipment.		
Documents all pertinent information in the appropriate locations.		

Bravo pH Probe Placement #DAHS-NGNBRAVO16

References:		
1. GI Endoscopy Unit Policy and Procedure 240: Bravo pH Capsule Placement		
See GI Endoscopy Unit Policy and Procedure 240: Bravo pH Capsule Placement , SGNA Guidelines, Vendor in-service		
Sets up room for procedure. Gathers supplies for Bravo placement: Bravo machine, capsule, pH solutions, glass tubes and holder recorder and diary sheets.		
Demonstrates ability to teach patient/family proper charting on diary. Pre-and post-instructions.		
Demonstrates appropriate monitoring and safe administration of medications during the procedure.		
Documents on EMR and patient's instruction sheet.		

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Cardiac Pain Assessment & Management Skills Checklist #DAHS-NSCCPAM14

References:		
<ol style="list-style-type: none"> Advanced Cardiac Life Support (ACLS) Provider Manuel, 2010 Edition Frishman, William H., & Sica, Domenic A., Cardiovascular Pharmacotherapeutics. 3rd Edition, Cardiotext Publishing, May, 2011. Davis, L. 2004. Cardiovascular Nursing Secrets. Elsevier. JCAHO Core Measures 2011 UC Davis Health Standardized Procedure 323: Nursing Intervention in the Event of Certain Medical Emergencies in Adult Patients (Ambulatory Clinics) 		
Assesses the chest pain to determine if it is cardiac ischemic in origin. Utilize the 0-10 pain scale and the PQRST scale.		
Diagnostics and Interventions: <ul style="list-style-type: none"> Places patient on cardiac, pulse oximetry and automatic BP monitor. Obtains/reviews 12-lead ECG during chest pain episode. Assesses for signs of hypoxemia; administers oxygen therapy as indicated. Establishes IV and draws and review cardiac labs 		
Administers medications as MD ordered: Nitroglycerin sublingual or spray; IV Nitroglycerin infusion; Morphine Sulfate IV, ASA, and beta-blockers, if stable. States the rationale of the above treatment and the patient monitoring requirements.		
Provides continuous ECG monitoring to evaluate ST, T-wave changes and detect dysrhythmia development.		
States the overall goals of treatment in the management of pain related to myocardial ischemia.		
Assesses level of anxiety and indicate means to alleviate it.		
Reassesses patient after each intervention. Alerts MD if no improvement.		
Anticipates other medications and interventions that might be indicated.		
Documents all assessments, interventions, medications and responses.		

CRE Balloon Skills Checklist #DAHS-NSCCREB15

Vendor In-service		
Gathers all equipment needed for this procedure: dilatation balloons, pressure syringe, injection needle, sterile water, contrast (if being done under fluoroscopy).		
Lists indications and contraindications for this procedure.		
Assists physician as needed during the procedure.		
Documents procedure on EMR and sizes of balloons used.		

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Cytology Specimens During Endoscopy Skills Checklist #DAHS-NSCCSDE15

References:		
1. GI Endoscopy Unit Policy and Procedure 70 : Cytology Specimens During Endoscopy		
See GI Endoscopy Unit Policy and Procedure 70 : Cytology Specimens During Endoscopy		
Lists indications and contraindications for this procedure.		
Gathers accessories and equipment needed for this procedure.		
Knowledge of which solutions and specimen containers should be used for this collection.		
Demonstrates appropriate handling and labeling of specimens collected.		
Sends specimens to lab.		
Documents in EMR.		

Dilatation During Endoscopy Skills Checklist #DAHS-NSCDDE15

References:		
1. GI Endoscopy Unit Policy and Procedure 80 : Dilatation During Endoscopy		
See GI Endoscopy Unit Policy and Procedure 80 : Dilatation During Endoscopy		
Identifies, locates and describes the types of dilators		
Lists 3 indications for use and 3 possible contraindications for this procedure.		
Demonstrates the setup of equipment and accessories needed for this procedure.		
Assists as needed during the procedure.		
Lists possible complications and nursing interventions for this procedure.		
Documents in EMR the size of accessories used.		

Double Balloon Set-Up Skills Checklist #DAHS-NSCDBSU15

References:		
1. GI Endoscopy Unit Policy and Procedure 260 : Double Balloon Set Up		
Sets up room for procedure. Gather supplies needed: Fuginon double balloon cart, scope and supplies.		
Demonstrates set up of balloon and scribing measurements during procedure.		
Demonstrates safe administration of medications.		
RN assists with sclero injection if needed.		
Documents in EMR.		

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End-Tidal Carbon Dioxide Monitoring Skills Checklist #DAHS-NSCETCDM15

References:		
1. Elsevier Skills		
<ul style="list-style-type: none"> • Capnometry and Capnography • End-Tidal Carbon Dioxide Measurement: Continuous Monitoring 		
Elsevier Skills for reference only		
If the patient was not intubated, applies the ETCO2-nasal cannula and connected it to the capnograph.		
If the patient is intubated, assembles the airway adapter, and connects it to the patient circuit as close as possible to the patient's ventilator connection.		
Observes waveform for quality.		

Electro-Surgical Unit Skills Checklist #DAHS-NSCES

References:		
1. SGNA Manual of Gastrointestinal procedures, 4th edition		
2. SGNA core curriculum		
3. Valley Lab - Force 2 Electro-surgical generator instruction manual		
4. SGNA Standards for Practice in the GI Endoscopy setting		
Checks the integrity of the electrical insulation on all probes, cables and connections prior to procedure.		
Observes all safety rules that apply to monopolar electro-surgery. Check ESU for proper working condition.		
Demonstrates safe set up of ESU.		
Demonstrates proper placement of grounding pad, avoiding any bony prominence, excessive hair. Places pad farthest from cardiac pacemaker. Does not place on hip where patient had prior hip surgery.		
Checks that all snares/forceps are in proper working order prior to procedure.		
Attaches appropriate snare size to specific manufacturers cord.		
Connects polyp trap to snare to retrieve specimen.		
Demonstrates wattage setting and configuration with physician.		
Sets ESU and place in stand-by mode until physician is ready to continue with cautery.		
Places foot pedal in correct position for physician to use.		
Demonstrates ability to safely use snare wires/grasping forceps.		
Demonstrates ability to retrieve, accurately label and carefully dispatch specimen to appropriate lab.		
Observes patient and report any complications to physician.		
Documents accurately procedure performed, equipment, and settings used.		

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Fire Safety in the Operating Room Online Module #DAHS-NACFSOR14		
Completes Fire Safety in the Operating Room Online Module #DAHS-NACFSOR14		
Immediate Use Steam Sterilization & Instrument Management in the Operating Room Online Module #DAHS-NACIUSSIM15		
Completed Immediate Use Steam Sterilization & Instrument Management in the Operating Room Online Module #DAHS-NACIUSSIM15		
Latex Allergy in the Operating Room Online Module #DAHS-NACLAOR15		
Completed Latex Allergy in the Operating Room Online Module #DAHS-NACLAOR15		
Obtaining a 12-Lead ECG Skills Checklist #DAHS-NSCOLE14		
References:		
1. Structure Standards: Critical Care , Telemetry, Maternal Child Health		
2. GE Marquette Resting ECG Analysis System Operator's Manual		
Demonstrates use of 12-lead ECG available in area.		
Places patient supine and provide for patient privacy.		
Enters patient data prior to obtaining 12-lead ECG.		
Correctly places leads, ensures that there is no tension on the cable.		
Obtains 12-lead reading, recognizes proper tracing, trouble-shooting artifact.		
Disconnects equipment and cleans as necessary.		
Documents all pertinent data, and notifies appropriate staff of results		
PEG Tube Placement: Set-up and Assist Skills Checklist #DAHS-NSCPEGTPSUA14		
Properly sets up room for specific case. Gathers supplies for PEG, including PEG kit, povidone iodine, sterile gloves, soft wrist restraints, dressing materials.		
Demonstrates ability to teach patient and/or family in proper care of PEG tube including prevention of any action resulting in increased tension on the gastrostomy tube after insertion (e.g., placing dressings under skin disk retainer or pulling on the tube). Instructs in care of tube including flushes before and after tube feedings and administration of medications.		
Demonstrates ability to apply dressing over PEG site per physician's instructions.		
Documents patient and family teaching in nurse notes, ensures patient has correct manual from PEG kit, and sticker from PEG kit is placed in progress notes or patient chart by physician.		

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PEG Tube Placement; Set-up and Assist Skills Checklist #DAHS-NSCPEGTPSUA14 (Continued)		
Administers prophylactic IV antibiotics per physician's orders.		
Demonstrates appropriate monitoring and assessment technique of patients, pre-, during and post-procedure.		
Demonstrates procedure for safe administration of medications used for moderate sedation.		
Demonstrates skill in providing safe nursing care for patients undergoing routine and emergency procedures.		
Demonstrates proper positioning of patient pre- and during procedure.		
Completes and accurately document procedure.		
Demonstrates proper handling, labeling and dispatch of specimens obtained.		
Demonstrates proper breakdown of procedure room and set up for next case.		
Transports patient to the PACU and report to the PACU nurse.		
Pharmacology Review for the Operating Room #DAHS-NPROR12		
Completes Pharmacology Review for the Operating Room Online Module #DAHS-NPROR12		
Preoperative Patient Skin Antisepsis Online Module #DAHS-NACPPSA14		
Completes Preoperative Patient Skin Antisepsis Online Module #DAHS-NACPPSA14		
Recovery, Post-op Surgical Skills Checklist #DAHS-NSCRPS14		
References:		
1. Structure Standards, SICU , General Issues		
2. Performance Standards for Clinical Nurses-PACU		
Performs initial rapid assessment of cardiorespiratory systems		
Receives patient and report from anesthesia provider (e.g., anesthetic events, medications, vital signs, EBL, intake & output, lab values).		
Performs quick visual assessment, measure vital signs, assess LOC, and report abnormal findings to the anesthesia provider at the bedside.		
Monitors vital signs Q15 minutes X 6 or more frequently if unstable.		

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Respiratory Emergencies and Equipment Skills Checklist #DAHS-NSCREE14

References		
<ol style="list-style-type: none"> UC Davis Health Policy 13035: Administration of Medications for Rapid Sequence Intubations in Adults UC Davis Health Policy 17020: Inhaled Pulmonary Drug Administration (Excluding Pentamidine/Ribavirin/Surfactant) Textbook of Advanced Cardiac Life Support, 2006 Wells and Murphy, Manual of Emergency Airway Management, 2004 		
Demonstrates ability to regulate oxygen flow via thumbscrew controller of O2 flow meter; identify types of patients likely in need of O2 administration.		
Describes use of and demonstrates proficiency in use of O2 equipment.		
Demonstrates setup for endotracheal intubation including equipment and drugs commonly used and state indication for ET intubation. (See UC Davis Health Policy 13035)		
Identifies basic concepts of what alarms indicate and rationale for <u>never</u> turning alarms off.		
Describes or demonstrates preparation of a patient for emergent cricothyrotomy or tracheostomy; locates essential equipment;		
Successfully demonstrates ET tube, tracheal and nasal/oral suctioning of airways using correct equipment and technique.		
Describes or demonstrates preparation of patient for a thoracentesis including obtaining necessary equipment; state indications for procedure and function.		
Documents all respiratory treatments, medications, related procedures, assessments, interventions, and the effects of each. Re-assesses patient's status PRN as indicated by the patient's condition. Obtains MD order for paralytics and sedatives in order to maintain control of patient, patient's airway, and patient's comfort.		
Demonstrates use of pulse oximetry for monitoring patient.		

Risk Management in the Operating Room Online Module #DAHS-NACRMOR14

Completes Risk Management in the Operating Room Online Module #DAHS-NACRMOR14		
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Single Balloon Setup Skills Checklist #DAHS-NSCSBSU15

Olympus Single Balloon Guidelines In-service per vendor		
Obtains proper equipment for procedure: Single balloon machine and over tube		
Prepares patient for procedure. Lists indications and contraindications and proper nursing interventions.		
Assists physician as needed during procedure if not sedating.		
Documents in EMR		