

Clinical Competency Checklist

Clinical

Patient intake procedures/documentation

Medical / family history
Social history
Medications
Other _____

Vital signs

B/P
Orthostatic B/P
Height / Weight
Temperature
Pulse
Pulse Ox

EKG

Injections

IM
Sub Q
Intra Dermal
Log documentation
Immunization dose, schedule, and storage
Vaccination Info Sheet

Splint Application (As applicable)

Ankle
Boot
Wrist
Arm Sling
Crutches
Other _____

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Patient discharge instructions

Review of treatment plan
Medications prescribed
Signs and symptoms of improvement or worsening
Patient callbacks
Other _____

Medications

Review drug formulary
Safe storage and handling of medication protocols
Medication administration policies/procedures
Policies/procedures for medication documentation in EHR
Review clinic pharmacology training program
Medication/sample logs

Laboratory

Blood draw/stick
Butterfly
Capillary
Urine collection – Using clean catch method
Urine drug screening collections
List of in/out of house lab testing
Training manual
Binder with equipment manuals
General policies/procedures for lab testing
Quality control policies/procedures for lab testing
Lab testing quality control log
Tube selection by test and labeling
Centrifuge use

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Other Procedures/Competencies

Autoclave

Cleaning of instruments

Ear Lavage

Eye Chart (Snellen)

Oxygen application

PFT

Sterile field and gloving (As applicable)

Throat swab

Wound care/irrigation

Standing orders should be reviewed (These would be created with a medical director)

Other _____

Maintenance

Oxygen logs

Autoclave logs

Temperature logs

Scale calibration

Stocking rooms

Eye wash stations

Biohazard waste

Sharps containers

Clinical Competency Checklist

For All Competencies

Conduct and document staff training

Sample clinical procedure for a training manual

For each clinical procedure, create a teaching and evaluation process (example):

Temperature: The sublingual method will be used on all patients ages 7 and up. Probe will be placed and held toward rear molars sublingually until thermometer beeps. Temperature will be recorded in Fahrenheit and any abnormal findings will be reported to provider verbally and promptly documented in patients' EHR.