

LICENSED STAFF COMPETENCY CHECKLIST

POLICY REVIEW

Reviews and understands the following policies:

- Change in Condition Recognition and Response
- Fall Management – Assessment, Interventions, Monitoring, Resident-Centered Care Planning, and Post-Fall Response
- Skin Injury Management – Assessment, Interventions, Monitoring, Resident-Centered Care Planning, and Skin Injury Response
- Wandering and Elopement – Assessment, Interventions, Monitoring, Resident-Centered Care Planning, and Elopement Response
- Abuse and Neglect – Assessment, Interventions, and Response
- Resident Rights
- Personalized Resident Care Plan/Service Plan
- Medication Verbal Orders
- Medication Administration Record (MAR)
- Medication Administration including High-Risk Medications (e.g., Insulin, Narcotics)
- Medication Reconciliation
- Clinical Care Documentation
- Infection Prevention Policies and Procedures (e.g., handwashing, PPE, transmission-based protocols, cleaning and disinfecting protocols)
- Emergency Response Medical
- Emergency Response Behavioral
- Emergency Response Weather/Building
- Emergency Response Violence
- Incident and Accident Reporting
- Complaint Management



Review and provide a brief written summary of key action steps for each policy.

PARTICIPATES IN ANNUAL COMPETENCY-BASED EDUCATION

- Dementia and Alzheimer’s Care
- Behavior Support and Management
- AED Use (may be completed during CPR training)
- High-Risk Clinical Presentation Recognition and Response – (e.g., cardiac, respiratory, diabetic, neurological)
- Nutrition and Hydration
- Infection Prevention and Control (e.g., handwashing, PPE, transmission-based protocols, cleaning and disinfecting protocols)
- Fall Management
- Skin-Injury Management
- Safe Patient Handling (use of mechanical lifts and resident transfers)
- Special Procedures Based on Care Provided (e.g., trach care, wound care, TPN, IV fluids)
- Elopement Protocols (at least semi-annual drills are recommended on each shift)
- Confidentiality and HIPAA
- Clinical Care Documentation
- Person-Centered Care Plans
- Medication Safety
- Depression Recognition
- Suicide Risk Assessment
- Identification of Sepsis
- Change in Condition (identification and response)
- Teamwork and Communication

Provide a brief written summary of job responsibility action steps (what is required/needed) based on the above noted items.

IDENTIFIES THE PRIORITIES FOR RESIDENT CARE MANAGEMENT

- Tracks and Reports Resident Clinical Status (e.g., vital signs, wound status) and Diagnostic Testing as Ordered by the Resident’s Physician
- Physician Notification of Change in Condition
- Resident and Family Communication
- Coordination Between Departments (complete hand-off communication)
- Problem Solving Based on Changes in Resident Acuity/Condition (recognition, reporting and response)
- Uses Critical Thinking Skills to Assess and Monitor Medical and Behavioral Emergencies
- Follows Facility Chain of Command Protocols (advocating/asserting for the resident)
- Completes Clinically Pertinent Documentation
- Provides Clinically Pertinent Assessment and Care After a Safety Event/Injury
- Reviews the Resident Record to Ensure that Physician Orders Have Been Completed, Care is Appropriately Documented and that the Care Plan/Service Plan Reflects Current Care Needs



Provide a brief written summary of licensed nurse responsibilities (what is required/needed) based on the above noted items.

KNOWS THE JOB RESPONSIBILITIES OF TEAM MEMBERS AND MAKES ASSIGNMENTS BASED ON SKILL/COMPETENCIES (AS APPROPRIATE)

- Appropriate/Thoughtful Delegation (based on competencies, skills, and workload capacity)
- Mentors and Supports New Staff, Students, and Current Staff Learning or Improving Skills
- Provides Feedback on Staff Performance to Managers
- Maintains Situational Awareness
- Utilizes Effective Critical Thinking Skills

Provide a brief written summary of job responsibility action steps (what is required/needed) based on the above noted items.

QUALITY OF CARE AND INCIDENT/EVENT REPORTING

- Observes, Provides Guidance and Addresses Quality of Care Concerns (e.g., hand washing, resident care, medication administration)
- Completes Quality Audits as Requested (e.g., documentation, environmental audits)
- Completes Paper Forms and/or Enters Incident Reports in the Electronic Reporting System
- Completes the Incident Investigation as Assigned
- Completes Internal Reporting (e.g., 24-Hour Report, Shift Report)

Provide a brief written summary of job responsibility action steps (what is required/needed) based on the above noted items.

COMMUNICATION

- Accurately Communicates and Facilitates Communication of Current Resident Safety Status (e.g., fall risk, skin safety risk, wandering and elopement risk, behavioral risk); Clinical Risk (e.g., cardiac, respiratory, nutrition/hydration, ambulation) and Emotional/Social Status through Stand-Up Meetings, Shift Report, and other Interdisciplinary Meetings.
- Effectively Manages Conflict
- Appropriately Responds to Resident and Family Concerns
- Promotes Communication of Resident Status Changes in a Structured Manner (e.g., SBAR – Situation, Background, Assessment and Response)
- Serves as a Role Model for Teamwork

Provide a brief written summary of job responsibility nurse action steps (what is required/needed) based on the above noted items.

Reference Sources –

- Ohio Nurses Association. The Role of the Registered Nurse as Charge Nurse. <http://ohnurses.org/role-registered-nurse-charge-nurse> [Accessed August 20, 2023]
- Institute for Healthcare Improvement. SBAR Tool: Situation-Background-Assessment-Recommendation. [SBAR Tool: Situation-Background-Assessment-Recommendation | IHI - Institute for Healthcare Improvement](#) [Accessed August 20, 2023]

This document is not intended to be taken as advice regarding any individual situation and should not be relied upon as such. Marsh & McLennan Agency LLC shall have no obligation to update this publication and shall have no liability to you or any other party arising out of this publication or any matter contained herein. Any statements concerning actuarial, tax, accounting or legal matters are based solely on our experience as consultants and are not to be relied upon as actuarial, accounting, tax or legal advice, for which you should consult your own professional advisors. Any modeling analytics or projections are subject to inherent uncertainty and the analysis could be materially affected if any underlying assumptions, conditions, information or factors are inaccurate or incomplete or should change. d/b/a in California as Marsh & McLennan Insurance Agency LLC; CA Insurance Lic: OH18131. Copyright © 2018-2023 Marsh & McLennan Agency LLC. All rights reserved. MarshMMA.com

This educational document, which does not reflect any official policy or opinion of Siders HealthCare Consulting, LLC, is provided for informational purposes only. It is not intended to provide legal or medical advice, nor is it intended to be an exhaustive list of all risks that need to be addressed for a healthcare organization. While every effort is made to provide accurate information, changes may occur, and inaccuracies happen despite best efforts. This information is not a substitute for individual consultations with professionals in these areas and should not be relied on as such. Please work with your legal counsel, business advisor, or health care professional to develop a plan that is specific to your organization. © 2018-2023 Siders HealthCare Consulting, LLC.