

Department of Behavioral Health Nursing Staff Unit-Specific Orientation Competencies Checklist

Learning Area/Resource	Required Competency Criteria	Competency Requirements Confirmed by Preceptor (Printed Name/Signature/Date)	Employee Self-Assessment (Printed Name/Signature/Date)	Action Plan/Follow-Up/Comments
1. Job-specific requirements: <ul style="list-style-type: none"> • Job classification description • Department-specific position description and job function • Department-specific job duties • Job-specific Work Performance Evaluation expectations and schedule 	Has reviewed and understands the following: <ul style="list-style-type: none"> • Essential functions of the job • Department-specific job duties • Work performance evaluation process, including expectations 			
2. Department-specific requirements: <ul style="list-style-type: none"> • DBH Standard Practice Manual • Outpatient Chart Manual 	Has reviewed and understands the following: <ul style="list-style-type: none"> • Target population policies/procedures • Clinical Practice policies/procedures • Compliance policies/procedures • Medical Services policies/procedures • Business Operations policies/procedures • Human Resources policies/procedures • Quality Management policies/procedures • DBH Index of Abbreviations 			

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	<p>Specific policies/procedures:</p> <ul style="list-style-type: none">• Privacy or Security Policy• Privacy and Security Sanctions Policy• Conflict of Interest Policy• Code of Conduct Policy• All Medications Policies and Procedures• Organization of the Department• Department Vision, Mission, and Values Policy• Dress and Grooming Policy• Vacation Leave Request Policy• Overtime Policy• Special Incident Reporting Procedure <p>Additional:</p> <ul style="list-style-type: none">•••••••••			
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<p>3. Department-specific safety:</p> <ul style="list-style-type: none"> • Disaster/Safety Manual • Clinic Disaster/Safety manual and protocols 	<p>Has reviewed and understands the following:</p> <ul style="list-style-type: none"> • Emergency Action Plan (EAP) • Evacuation plan • EAP Team assignments • Hazardous material handling • Clinic-specific disaster/safety protocols 			
<p>4. Clinic specific information:</p> <ul style="list-style-type: none"> • Clinic Manual • Medications commonly used in the clinic • Medication room process 	<p>Identifies and explains:</p> <ul style="list-style-type: none"> • Special procedures • Services provided at the clinic • Days of operation • Medications used at the clinic on a routine basis • Regulations regarding the medication room • Clinic forms 			
<p>5. General knowledge of psychotropic medications and their indications.</p>	<p>Identifies and explains various psychotropic medications, intended use, side effects and other indications.</p>			
<p>6. Walking tour of the clinic</p>	<p>Locates:</p> <ul style="list-style-type: none"> • Clinic registration area • Clinic triage area • Clinic phone list • Location of first aid kits 			
	<ul style="list-style-type: none"> • Location of clinic resource manuals • Evacuation map • Fire Extinguishers • Medication room 			
<p>7. Communication within DBH</p>	<p>Locates:</p> <ul style="list-style-type: none"> • DBH Org chart • DBH Phone lists • Web Blasts 			

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	<ul style="list-style-type: none"> • Email notifications • Interim Instruction Notices • Information Notices • DBH forms 			
8. Cultural Competency Plan	Identifies cultural factors that may affect treatment of target population, and/or related barriers and strategies.			
9. Relationship Building	<p>Able to develop and maintain positive, collaborative, therapeutic relationships with clients.</p> <p>Able to develop and maintain positive and collaborative working relationships with fellow staff and DBH partners, as appropriate.</p>			
10. Effective completion of Triage/Screenings	Collects accurate assessment information and effectively communicates to MD			
11. Effective completion of Risk Assessments	Able to formulate a risk assessment and communicate appropriately.			
12. Effective processing of Lab work and Results	Display knowledge of what lab work is required when certain medications are used (e.g., general timeframes if patient is taking Lithium, Depakote or Tegretol). Check for lab results, reviews and conducts follow-up in a timely manner..			
13. Safe and appropriate Administration of Medications	Safe practice in administration of the following medications:			
	Risperdal Consta			
	Prolixin			
	Abilify			
	Haldol Deconate			

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	Invega Sustenna			
	Clozaril			
	Vivitrol			
13. a. Appropriate knowledge and directives for specific medications.	Able to give the following information on the above listed medications:			
	Indications for use			
	Route			
	Dose			
	Contraindications			
	Side Effects			
	Adverse Side Effects			
	Expected action of the medication			
	Expected time period to reach therapeutic results			
14. Meets chart documentation standards (review Chart Documentation Manual)	Meets DBH and State Standards			
	Medication Administration			
	Interdisciplinary Note			
	Outpatient Medication Record			
15. Appropriately conducts Plan of Care	Works with client in the development of the MSS Client Plan			