

## Technical Competency Self-Evaluation - LVN

Employee Name: \_\_\_\_\_ Unit: \_\_\_\_\_

Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

**Directions:** Mark each box for the best corresponding answer. Example: If the statement is **I document when I have contacted a physician** place a mark in the box which best describes how you perform this behavior: **Always, Some of the time, or Rarely**. Scores will be totaled at the end of the self-evaluation.

Technical Competency Standard	Always	Some of the time	Rarely
1. I perform complete and accurate nursing assessments.			
2. I use the current date and time when transcribing orders.			
3. I use the current date and time when I sign off orders.			
4. I document accurate information from my assessments.			
5. I monitor for changes in my patients' condition and confer with an RN regarding these changes.			
6. I check on all of my patients at least every hour.			
7. I will assist or get assistance for any patient, even if not assigned to me.			
8. I document changes in my patients on the appropriate screen.			
9. I document when and why I have contacted a doctor on the REH: PHYSICIAN CONTACT SCREEN.			
10. I write a Patient Note (PN) when there is a change in my pt.			
11. I document correct FIM scores for my patient on every shift, always using the lowest appropriate score.			
12. I don't Full Document in EMAR unless appropriate.			
13. I delegate only appropriate duties to the PCTs.			
14. I assess my patients for pain at least once per shift.			
15. I re-assess for pain after I have treated my patients and I document the re-assessment in Meditech.			
16. I give comprehensive nursing and medical status reports with correct & current information to the on-coming nurse			
17. I pass medications within the allotted time-frame.			
18. I evaluate how well a patient has been taught by myself or another nurse and revise/complete the teaching as needed.			
19. I provide basic nursing care (toileting, transferring) to my patients when the PCT is not available.			
20. I plan my nursing care at the beginning of my shift.			
21. I badge in & out for each of my shifts in the correct cost center.			
22. I know the parameters of my license as set forth by the Nurse Practice Act.			
23. With RN verification, I complete the Admission History, Admission Assessment, Admission MITP screen, "clean-up" the PI screen, contact the physician for order verification, and document appropriately when I am assigned an admission.			
24. I float to other units as assigned by my supervisor.			
25. I take at least 8 hours of PTAN annually.			
26. I observe HIPPA Privacy Standards and monitor the unit routinely for HIPPA violations.			

27. I arrive to the unit on-time for my shifts.			
28. I dress professionally by wearing appropriate nursing attire such as clean scrubs, lab coats, closed-toe shoes, T-shirts with appropriate logos, etc.			
29. I am aware of my language and what conversations patients could be overhearing while on the unit or at the nurses' station.			
30. I dispose of narcotics with a witness.			
31. I allow scheduled therapies to go on uninterrupted unless it is an absolute medical necessity.			
32. I renew my nursing License and CPR certification before their expiration dates.			
33. If I work between 7a and 7p, I monitor the dayroom for meals.			
34. I find out if a patient is a high fall risk during report and take appropriate action, such as activating bed and WC alarms.			
35. I ensure that my patients are ready for therapy sessions, i.e. being dressed, having appropriate medications, etc.			
36. I document treatments which may not be captured in the assessment screens by writing a patient note.			
37. I discharge patients to home with the appropriate discharge instructions/prescriptions.			
38. I chart when I can & don't stay after my shift on a regular basis			
39. I do not regularly pass on nursing tasks to other shifts when I have the time to perform them on my shift.			
40. I check my Time Trax and submit appropriate Kronos correction forms before payroll Mondays.			
41. I ensure that my charting corresponds to my patient's actual condition and is not false "recalled" information.			
42. I ensure that the correct paperwork is completed when a patient is sent to another facility or hospital.			
43. I transfer patients safely as I have been trained to do.			
44. I gown, glove, and – if necessary – wear a mask when I cross a doorway into an isolation room.			
45. I wash/foam my hands before and after touching a patient.			
46. I confer with the SNU regarding critical lab results, contact the physician, document the Physician Contact Screen and place a critical lab sticker in the Progress notes.			
47. I am responsible for ensuring that my pay is correct by monitoring my badge ins/outs and ensuring that correct Kronos forms are submitted to the timekeeper.			
48. I log out of the Accudose before I leave the cabinet.			
49. I realize that due to my license, I am responsible for the care of my patients; PCTs are there to assist in that function and I perform those delegated tasks when necessary.			
50. I correctly scan items I use from the POU rooms.			
51. I repeat telephone orders back to the physician.			
52. I take care with equipment, furniture, and my general surroundings on the unit and am aware of how neglect of my surroundings impacts the Rehab Center.			
53. I have less than 5 unscheduled absences in a 12 month period			

- Step 1: Write down number of marks in the “Always” category in this blank \_\_\_\_\_
- Step 2: Multiply the score from Step 1 x 2. Write the total in this blank \_\_\_\_\_
- Step 3: Write down number of marks in the “Some Of The Time” category \_\_\_\_\_
- Step 4: Add totals from Step 2 & Step 3 only and write the total in this blank \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Technical Competency Scoring Results**

If you scored 88 – 104:

You are providing excellent nursing care and you are an important asset to St. David’s. You share St. David’s value system, you are proactive, and recognize the importance effective and efficient nursing care. You have the ability to get the job done the way it should be done. You have a positive attitude and you are an excellent role model and mentor to new employees. You view St. David’s as *your* hospital. Your supervisor will discuss this evaluation with you during your evaluation meeting, so please bring it with you.

If you scored 52 – 87:

You are a good, solid employee and are a most important nurse to St. David’s as you can cause us to succeed or fail in providing excellent nursing care. You actively follow correct nursing procedure and take it upon yourself to provide safe care to your patients. You are wanted as an employee and St. David’s is committed to your success and developing you into a nurse who provides excellent, safe nursing care all of the time. Your supervisor will discuss this evaluation with you during your evaluation meeting, so please bring it with you.

If you scored 0 –51:

You do not provide consistent and adequate nursing care. Your supervisor will discuss this evaluation with you during your evaluation meeting, so please bring it with you.

**Supervisor/Employee Meeting Notes**

Re-score (if necessary)

- Step 1: Write down number of marks in the “Always” category in this blank \_\_\_\_\_
- Step 2: Multiply the score from Step 1 x 2. Write the total in this blank \_\_\_\_\_
- Step 3: Write down number of marks in the “Some Of The Time” category \_\_\_\_\_
- Step 4: Add totals from Step 2 & Step 3 only and write the total in this blank \_\_\_\_\_

Goals/Comments: \_\_\_\_\_  
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 \_\_\_\_\_  
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