



King Abdulaziz Medical Cities (National Guard Hospitals)

Riyadh (Central) - KAMC

Al Hassa (Eastern) - King Abdulaziz Hospital

No Preference

Jeddah (Western) - KAMC

Dammam (Eastern) - Al Imam Abdulrahman Bin Faisal Hospital

GENERIC CLINICAL CHECKLIST

AREA - AMBULATORY CARE

IMPORTANT

Before proceeding with this Skills Checklist, please read the following statement:

Demonstration of skills stated will be expected during your 90 days probationary period. Inability to demonstrate the skills stated will result in termination of your employment during the probationary period.

I have read the above statement, and I acknowledge my **clear understanding** of this statement.

Name: _____ Signature: _____ Date: _____

AIM OF CHECKLIST:

This checklist will be used to assess your suitability for placement. Provide additional information as needed to facilitate a comprehensive review of your skills and experience.

EXPERIENCE KEY: (Patricia Benner's Model of Nursing Skills Acquisition - "Novice to Expert")

- 1 - **Novice** - no background experience related to this function
- 2 - **Advanced Beginner** - sufficient knowledge to understand the contextual nature of the function, able to perform routine functions independently, requires assistance when setting priorities in complex situations.
- 3 - **Competent** - views actions as part of an over-all plan, knows what aspects of current and contemplated situations are most important, needs to gain speed and flexibility to be proficient.
- 4 - **Proficient** - perceives situations and functions as a whole, has knowledge of the typical events to expect in a given situation and the appropriate responses, flexible in decision making.
- 5 - **Expert** - enormous background and experience, can grasp situations intuitively, mastery in performance, incorporates elements of innovation and creativity in clinical experience.

FREQUENCY KEY:

- 1 - Never performed the skill
- 2 - At least once or twice a year
- 3 - At least once per month
- 4 - At least once per week
- 5 - At least daily

I. PERFORM THESE PROCEDURES:	
- Medication Administration - Adult/Pediatric	
- Oral IMI Subcutaneous/Intradermal	
- IV Cannulation	
- Nasogastric Tube Insertion	
- Adult	
- Child	
- Wound care	
- Irrigation	
- Aseptic Dressing Changes	
- Packing	
- Suture Clips/Staple Removal	
- Cast Care	

EXPERIENCE					FREQUENCY				
1	2	3	4	5	1	2	3	4	5

- Blood Glucose Monitoring
- Pulse Oximetry
- Incentive Spirometry Teaching
- NST and Interpretation
- Immunizations
 - Childhood
 - Occupational Health
 - Travel
- Nebulization
- IV cannulation

EXPERIENCE				
1	2	3	4	5

FREQUENCY				
1	2	3	4	5

- II. FAMILIARITY WITH EQUIPMENT:**
- Fetus Scope/Doppler
 - Electronic Thermometer
 - Digital Scales
 - Defibrillator/ECG

- III. ASSIST WITH:**
- Proctoscopy/Anoscopy
 - Sigmoidoscopy
 - Incision and Drainage of Abscess
 - Skin Biopsies
 - Lumbar Punctures/Bone Marrow
 - Rectal Exams.
 - Vaginal Exams.
 - Joint Injection
 - Fine Needle Aspiration
 - Debridement

- IV. SPECIALTY AREAS:**
Able to assist with:

- 1. Ob/Gyn**
- Colposcopy
 - Insertion of Intra-Uterine device
 - Cervical/uterine biopsies
 - Pap Smears

- 2. ENT**
- Fiberoptic Laryngoscope
 - Antral Lavage
 - Nasal Packing – Insertion and removal
 - Tracheostomy Changes
 - Portable (Home) Ventilation
 - Ear Lavage

- 3. Ophthalmology**
- Conjunctival Culture
 - Corneal Conjunctival Scrapping
 - Lacrymal Syringing
 - Retrobulbar Injection
 - Schirmer's Test
 - Eye Ultrasound
 - Laser Therapy
 - Flourescein Angiogram
 - Electrocauterization of lashes
 - Excision of chalazion
 - Cryotherapy
 - Pneumotonometer measuring
 - Eye irrigation

4. Dermatology:

- Cryo-therapy (liquid nitrogen)
- Puva treatment
- Allergy testing
- Laser Therapy

5. Psychiatry:

- Lithium Clinic
- Depot Clinic
- Crisis Intervention
- Counselling Skills

6. Oncology:

- Adult
- Pediatrics

Administration of Chemotherapy

- Via Central Line
- Hickman Line/Portacath
- Management of Extravasation
- Management of Chemo Spills
- Management of Anaphylaxis

7. Pediatrics

- Physical/Psychological Assessment
- Well-baby Assessment
- Catheter Insertion
- Childhood Diseases
- Growth Monitoring
- Spina-Bifida Clinic

8. Medical Neurology

- Sleep disorders/sleep clinic
- Psychological Testing
- EEG
- Conscious Sedation

9. Orthopedic/Rheumatology

- ADL (aids to daily living)
- External Fixators
- Halo/Minerva Jackets
- Amputations
- Tetra/Hemi-Plegia

10. Cardiac

- Holter Monitor
- Stress testing
- Anti-Coagulation Clinic

V. GENERAL RESPONSIBILITIES:

- Charge Duty
- Patient Assessment
- Triage
- Discharge Planning
- Patient/Family Education
- Diabetic Teaching
- Wound Care
- Cardiac Disease/Conditions
- Pre-natal Teaching
- Kidney/Liver Transplants
- Pre-op teaching
- Cast Care

EXPERIENCE

1	2	3	4	5
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FREQUENCY

1	2	3	4	5
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 - Inservice Presentations

EXPERIENCE				
1	2	3	4	5

FREQUENCY				
1	2	3	4	5

VI.

1. What category of patients does your clinic serve?

2. What are your daily patient visits for your clinical area?

3. How many physicians work in your clinic at one time?

4. Is your clinic part of a hospital?

5. If hospital based, how many beds in the hospital?

6. What experience do you have with Continuous Quality Improvement programs?

7. Have you ever served on a unit based committee? Please describe.

8. What percentage of your patients are less than 12 years of age?

9. What percentage of your patients are less than 2 years of age?

10. What percentage of your patients are neonate?

11. Describe your experience/knowledge of computers?

GENERAL NURSING KNOWLEDGE

 Knowledge of evidence-based practice

 Knowledge of reflective practice

 Knowledge of nursing critical thinking

YES	NO

COMPUTER SKILLS

 Microsoft Word

 Internet (email and www searches)

 Email - name the application e.g. Outlook, Express

 Electronic Medical Records - name the system, e.g. Per Se,
 Oracle, Cerner, etc.

YES	NO