



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 - IN-VITRO FERTILIZATION

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. MEDICATION ADMINISTRATION

Oral
Intramuscular/Subcutaneous (Adult)
Intravenous
I.V. Push
I.V. Piggyback

II. SPECIAL DRUGS

Conscious Sedation
Narcotics

EXPERIENCE

1	2	3	4	5
---	---	---	---	---

FREQUENCY

1	2	3	4	5
---	---	---	---	---

Controlled Drugs
Reversal Agents
Administer I.V. Antibiotics
Insulin
Heparin
Rubella Vaccine
Hormone Injections (S.C./I.M.)
GnRH Injection (Lupron, Zoladex)

III. SPECIMAN COLLECTION

Biopsies - Care & Handling
Cytology
Cultures (Blood, Wound & Vaginal Swabs)

IV. SPECIAL PROCEDURES

Pulse Oximetry
Peripheral I.V. Insertion
Saline Lock and Flush
Urethral Catheter Insertion and Care - Female
Aseptic Dressing
Blood Sugar Checks/ Glucometer Checks

V. FAMILIARITY WITH EQUIPMENT

Oxygen Saturation Monitors
Electronic Thermometers
I.V. Infusion Pumps
Non-Invasive B/P Monitoring
Oxygen Equipment
Blood Glucose Measuring Device
Cardiac Monitor
Ultrasound Machine
Cook Suction Machine (OPU)
Suctioning Equipment

VI. SKILL LEVEL

Ambu bag
I.V. Line Insertion
Blood Collection
Physical Assessment - Adult
Universal (Standard) Precautions
Intrauterine Insemination (IUI)
Suture/Staple Removal

VII. PATIENT PREPARATION

Pre-op Preparation of Ovum Aspiration Patient
Pre-op Preparation of Embryo Transfer Patient
Discharge of Ovum Aspiration Patient (OPU)
Discharge of Embryo Transfer Patient (ET)

VIII. RECOVERY OF PATIENT POST:

Conscious Sedation
Ovum Aspiration (OPU)
Embryo Transfer (ET)
Cyst Aspiration
Cervical Dilatation
Intrauterine Insemination

IX. OPERATING ROOM

Scrub Nurse (and prep. of trays) OPU
Scrub Nurse (and prep. of trays) ET
Scrub Nurse (and prep. of trays) Cyst Aspiration
Circulating Nurse OPU
Circulating Nurse ET

X. ARE YOU CERTIFIED TO PERFORM

Basic Cardiac Life Support (BCLS)

EXPERIENCE

FREQUENCY

1	2	3	4	5

1	2	3	4	5

--	--	--	--	--

--	--	--	--	--

Advance Cardiac Life Support (ACLS)
 (If so please include copies of each certificate).

XI. GENERAL RESPONSIBILITIES

Patient/Family Education
 Charge Nurse
 Quality Assurance Monitoring
 Preceptor Duties
 Management Positions (Specify duties)

EXPERIENCE

1	2	3	4	5

FREQUENCY

1	2	3	4	5

XII. OTHER:

- Years of nursing work experience: _____
- Number of beds in your current hospital: _____
- Your average staffing ratio: 1 nurse to _____ patients.
- What is the Average Daily Census (ADC) of the unit you are currently working on? _____
- What experience do you have in the following areas (in terms of years)?

Outpatient Clinic _____	Medical/Surgical Unit _____
OB-Gyne Clinic/Ward _____	Labour/Delivery _____
O.R. _____	Recovery Room _____
I.V.F. Unit _____	

List other experience relevant to area of practice: _____

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