



## TELEMETRY/STEPDOWN SKILLS CHECKLIST

Date: \_\_\_\_\_

Full Name: \_\_\_\_\_

### INSTRUCTIONS

Please provide accurate answers so we can correctly match your abilities to our client job requirements. Please check the level of experience and expertise you have in each skill category, using the following scale:

**#1 = Familiar with procedure but will usually or almost always require some assistance.**

**#2 = Competent and familiar with procedure:** I can perform this procedure with excellence, usually without assistance.

**#3 = Very competent:** I have at least 12 months experience and can perform this procedure with excellence and without assistance.

**NOTE:** Leave blank any procedures which you have **no experience, training or low competence.**

SKILLS:	1	2	3
<b>Phlebotomy/IV Therapy</b>			
Draw Blood:			
Venous Stick			
Central Line			
IV Therapy:			
Obtain IV Access			
Calculate IV Drips			
Mix IV Medications			
Regulate IV's			
Use IV Infusion Pumps			
Perform Central Line Dressing Changes			
Administer Chemotherapy			
Administer Blood/Blood Products			
Administer TPN/PPN			
Maintain Multi-Lumen Central Catheters			
Use Continuous Subcutaneous Infusion Pumps			
Monitor PCA Pumps (Patient Controlled Analgesia)			
<b>Cardiovascular</b>			
Cardiac Monitors			
Rhythm Strip Measurements			
Recognize and Interpret Dysrhythmias			
Obtain 12 Lead EKG's			
Perform CPR			
Cardioversion/Defibrillation			
Pulse Checks			
Use of Dopplers			
Automatic BP Cuff			
Care of the patient with:			
CHF			

SKILLS:	1	2	3
Angina			
Hypertension			
Cardiomyopathy			
Cardiopulmonary Arrest			
Abdominal Aortic Aneurysm			
Carotid Endarterectomy			
Femoral Popliteal Bypass			
Permanent Pacemaker			
Temporary Pacemaker			
External Pacemaker			
Pre/Post Cardiac Cath			
Pre/Post PTCA			
Cardiac Lab Interpretation(CPK, Iso Enzymes)			
Cardiac Rehab/Patient Teaching			
Use and Administration of:			
Digoxin			
Dopamine			
Dobutamine			
Heparin			
Verapamil			
Lopressor			
Lidocaine			
Nitroglycerine			
Code Cart/ Emergency Drugs			
<b>Respiratory</b>			
O <sub>2</sub> Masks/Cannulas			
Ambu Bags			
Chest PT			
Incentive Spirometry			
Instruction of Coughing/Deep Breathing			
Nebulizer Set-up			
Suctioning			
Oral			

<b>SKILLS:</b>	<b>1</b>	<b>2</b>	<b>3</b>
Tracheostomy			
Endotracheal			
Use of Pleurevac (chest drain)			
Sputum Specimen Collection			
Pulse Oximetry			
Care of the Patient with:			
COPD			
Tracheostomy			
Pre/Post Thoracic Surgery			
Pneumonia			
Chest Tubes			
Asthma			
Emphysema			
Use and Administration of:			
Aminophylline			
Corticosteroids			
Inhalers			
<b>Neurological</b>			
Neuro Assessment			
Glasgow Coma Scale			
Seizure Precautions			
Assist with Lumbar Puncture			
Care of the Patients with:			
Acute Head Injury			
CVA/TIA			
DT's			
Spinal Cord Injury			
Pre/Post Neuro Surgery			
Halo Traction			
Multiple Sclerosis			
Overdose			
Use and Administration of:			
Decadron			
Dilantin			
Phenobarbitol			
Magnesium Sulfate			
Valium			
Ativan			
<b>Gastrointestinal</b>			
NG Tube Care and Maintenance			
NG Tube Insertion			
Bowel Preparation			
Enterostomal Care			
Care of Patients with:			
Tube Feedings			
Ileostomy			
Colostomy			
Pancreatitis			
Bowel Obstruction			
Abdominal Wounds/ Surgery			
Hemovac			
Gastrostomy Tube/ Jejunostomy			

<b>SKILLS:</b>	<b>1</b>	<b>2</b>	<b>3</b>
<b>Genitourinary/Renal</b>			
Urinary Catheter Insertion			
Bladder Irrigations			
Continuous			
Intermittent			
Electrolyte Imbalance/Replacement			
Care of the Patient with:			
Hemodialysis			
T.U.R.P			
Shunts and Fistulas			
Nephrectomy			
Supra-Pubic Catheter			
Nephrostomy Tube			
<b>Orthopedics</b>			
Cast Care			
Traction			
Skin			
Skeletal			
ROM			
Use of Assistive devices: walkers etc			
Care of the Patient with:			
Total Joint Replacement			
Amputation			
<b>Miscellaneous</b>			
Dressing Changes			
Use of Air Fluidized Beds			
Normal Serum Lab Values			
Universal Precautions-Isolation			
Care of Patients with:			
Pressure Sores			
Sickle Cell Anemia			
Cancer			
Alzheimer's Disease			
HIV/AIDS			
Diabetes			
Discharge Planning			
Blood Glucose Monitor Types:			
List types			
OSHA TB Fit Test Mask Type:			
List types			
Computer Charting Type:			
List types			
<b>Age of Patients Cared For</b>			
Infants and Toddlers (ages 0-3)			
Young Children(ages 4-6)			
Older Children(ages 7-12)			
Adolescents (ages 13-20)			
Young Adults (ages 21-39)			
Middle Adults (ages 40-64)			
Older Adults (ages 65-79)			
Adults (ages > 80)			

<b>STEPDOWN SKILLS</b>	
<b>This section to be completed by those with PCU/Stepdown experience ONLY!</b>	
Maintain Arterial Line	
Draw Blood from Arterial Line	
Administer IV Push Medications	
Titrate IV drip Medications	
Care of Patients with:	
Acute MI	
Pulmonary Edema	
ARDS	
GI Bleed	
Liver Transplant	
Peritoneal	

<b>STEPDOWN SKILLS</b>	
Use and Administration of:	
Atropine	
Nipride	
Thrombolytic Agents	
Interpret ABG's	
Ventilator Management	
Assist with Intubation/Extubation	
Wean Patient of Ventilator	
Maintain Arterial Line	
Draw Blood from Arterial Line	
Administer IV Push Medications	
Titrate IV drip Medications	

**Certification:**

I hereby certify all statements and claims as true and that any misrepresentation of the facts on this skills checklist is sufficient cause for dismissal at any time without prior notice even if I have been already employed.

Full Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_  
Retyped name acts as signature, if submitting form by email

Reviewed by \_\_\_\_\_: Date: \_\_\_\_\_