

LPN / LVN

Name _____ Telephone _____ Who is your recruiter? _____ Date _____

Instructions: This checklist is meant to serve as a general guideline for our client facilities as to the level of your skills within your nursing specialty. Please use the scale below to describe your experience/expertise in each area listed below.

Proficiency :- 1 = Never Performed
Frequency :- 1 = Never

2 = Limited Experience
2 = Sometimes

3 = Comfortable Performing
3 = Often

4 = Proficient
4 = Always

Medication Administration

Proficiency

Frequency

Intramuscular Injections	1	2	3	4	1	2	3	4
Z-Track Injections	1	2	3	4	1	2	3	4
Ophthalmic Drops	1	2	3	4	1	2	3	4
Nasal Drops	1	2	3	4	1	2	3	4
Topical Ointments	1	2	3	4	1	2	3	4
Emergency Meds-Crash Cart	1	2	3	4	1	2	3	4
Heparin Lock	1	2	3	4	1	2	3	4
Subcutaneous Injections	1	2	3	4	1	2	3	4
Intradermal	1	2	3	4	1	2	3	4
Inhalers	1	2	3	4	1	2	3	4
Vaginal Suppositories	1	2	3	4	1	2	3	4
Ophthalmic Ointments	1	2	3	4	1	2	3	4
Oral Medications	1	2	3	4	1	2	3	4
Rectal Suppositories	1	2	3	4	1	2	3	4

Intravenous

Proficiency

Frequency

Starting an IV	1	2	3	4	1	2	3	4
Change IV Tubing	1	2	3	4	1	2	3	4
Discontinuing an IV	1	2	3	4	1	2	3	4
Piggyback Administration	1	2	3	4	1	2	3	4
Plasma	1	2	3	4	1	2	3	4
Packed RBC	1	2	3	4	1	2	3	4
Regulate Flow	1	2	3	4	1	2	3	4
Medication Addition	1	2	3	4	1	2	3	4
Whole Blood Administration	1	2	3	4	1	2	3	4
Serum Albumin	1	2	3	4	1	2	3	4

Platelets	1	2	3	4		1	2	3	4
CVP Line	1	2	3	4		1	2	3	4
Chemo-therapy	1	2	3	4		1	2	3	4
IV Push Drugs	1	2	3	4		1	2	3	4
Hyperalimentation	1	2	3	4		1	2	3	4
Maintain IV Site	1	2	3	4		1	2	3	4

Infection Control	Proficiency					Frequency			
Knowledge of Universal Precautions	1	2	3	4		1	2	3	4
Knowledge of Waste Disposal	1	2	3	4		1	2	3	4
Proper Disposal of Sharps	1	2	3	4		1	2	3	4
Cleaning of Equipment	1	2	3	4		1	2	3	4
Care of the Patient in Reverse Isolation	1	2	3	4		1	2	3	4
Management of Patient in Respiratory Isolation	1	2	3	4		1	2	3	4

Assessment	Proficiency					Frequency			
Perform Neurological Assessment	1	2	3	4		1	2	3	4
Perform Cardiovascular Assessment	1	2	3	4		1	2	3	4
Perform Genitourinary Assessment	1	2	3	4		1	2	3	4
Perform Respiratory Assessment	1	2	3	4		1	2	3	4
Perform Gastrointestinal Assessment	1	2	3	4		1	2	3	4
Perform Muskuloskelatal Assessment	1	2	3	4		1	2	3	4
Management of the Patient with Drug Interaction/Allergic Reaction	1	2	3	4		1	2	3	4
Management of Patient with Cardio-Pulmonary Arrest	1	2	3	4		1	2	3	4

Body Mechanics/Transfer	Proficiency					Frequency			
Lifting and Pulling	1	2	3	4		1	2	3	4
Transfer to Chair	1	2	3	4		1	2	3	4
Transfer Patient to and from Gurney	1	2	3	4		1	2	3	4
Turning and Positioning	1	2	3	4		1	2	3	4
Transfer Patient to Wheelchair	1	2	3	4		1	2	3	4

Transfer Patient to and from Toilet	1	2	3	4		1	2	3	4
Restraints	Proficiency					Frequency			
Observation of Patient in Restraints	1	2	3	4		1	2	3	4
Documentation	1	2	3	4		1	2	3	4
Application of Soft Limb Restraints	1	2	3	4		1	2	3	4
Application of Posey Restraints	1	2	3	4		1	2	3	4
Knowledgeable of Safety Guidelines for Patient in Restraints	1	2	3	4		1	2	3	4
Application of Leather Restraints	1	2	3	4		1	2	3	4
Equipment	Proficiency					Frequency			
Hemovac/Davol Suction Pump	1	2	3	4		1	2	3	4
Care of Patient with PCA (Patient Controlled Anesthesia) Pump	1	2	3	4		1	2	3	4
Infusion Devices (Volumetric Pump)	1	2	3	4		1	2	3	4
Venturi Mask	1	2	3	4		1	2	3	4
Management of Trach Collar	1	2	3	4		1	2	3	4
Knowledge of Use of Bed Scale	1	2	3	4		1	2	3	4
Management of Oxygen Mask	1	2	3	4		1	2	3	4
ABG Kits	1	2	3	4		1	2	3	4
Use of Hoyer Lift	1	2	3	4		1	2	3	4
Use of Heat Lamp	1	2	3	4		1	2	3	4
Use of Blood Glucose Monitors	1	2	3	4		1	2	3	4
Use of Wall Suction	1	2	3	4		1	2	3	4
Alternate Pressure Mattress	1	2	3	4		1	2	3	4
Humidifiers	1	2	3	4		1	2	3	4
Use of Corstovac Suction	1	2	3	4		1	2	3	4
Knowledge of Use of Heating Pad	1	2	3	4		1	2	3	4
Assist with/Set-up of Water Seal Suction	1	2	3	4		1	2	3	4
Knowledge of Use of Incentive Spirometer	1	2	3	4		1	2	3	4
Pleurevac/Emerson Suction	1	2	3	4		1	2	3	4

Knowledge of Use of Egg Crate Mattress	1	2	3	4	1	2	3	4
Enteral Pump	1	2	3	4	1	2	3	4
Management of Nasal Cannula	1	2	3	4	1	2	3	4
Use of Ambu-Bag	1	2	3	4	1	2	3	4
Application of TED Hose	1	2	3	4	1	2	3	4

Specimen Collection	Proficiency				Frequency			
Obtain Urine for Specific Gravity	1	2	3	4	1	2	3	4
Obtain Sputum Specimen	1	2	3	4	1	2	3	4
Instruct Patient/Assist with Clean	1	2	3	4	1	2	3	4
Obtain Stool Hemocult	1	2	3	4	1	2	3	4
Obtain Stool Ova/Parasite	1	2	3	4	1	2	3	4
Obtain Stool Specimen	1	2	3	4	1	2	3	4
Catch/Midstream Urine Specimen	1	2	3	4	1	2	3	4
Obtain Foley Catheter Specimen	1	2	3	4	1	2	3	4
Perform Straight Catheterization	1	2	3	4	1	2	3	4
Collect 24 Hour Urine Specimen	1	2	3	4	1	2	3	4
Obtain Urine Culture	1	2	3	4	1	2	3	4

Procedures	Proficiency				Frequency			
Perform Personal Hygiene/Oral Care	1	2	3	4	1	2	3	4
Administer Fleets Enema	1	2	3	4	1	2	3	4
Perform Wet to Dry Dressings	1	2	3	4	1	2	3	4
Perform Bladder Irrigation	1	2	3	4	1	2	3	4
Management of Levine Tube	1	2	3	4	1	2	3	4
Management of Jejunostomy Tube	1	2	3	4	1	2	3	4
Management of Chest Tube	1	2	3	4	1	2	3	4
Perform Oral Suctioning	1	2	3	4	1	2	3	4
Perform Wound Irrigation	1	2	3	4	1	2	3	4
Perform Sterile Dressing Changes	1	2	3	4	1	2	3	4
Perform NG Tube Feeding	1	2	3	4	1	2	3	4

Perform Gastrostomy Tube Feeding	1	2	3	4	1	2	3	4
Set-up/Instruct Patient in Sitz Bath	1	2	3	4	1	2	3	4
Administer Tap/Saline Enema	1	2	3	4	1	2	3	4
Administer Soap Suds Enema	1	2	3	4	1	2	3	4
Administer Post-Mortem Care	1	2	3	4	1	2	3	4
Administer Douches	1	2	3	4	1	2	3	4
Perform Catheterization (female & male)	1	2	3	4	1	2	3	4
Administer Oil Retention Enema	1	2	3	4	1	2	3	4
Perform Ostomy Care	1	2	3	4	1	2	3	4
Perform Nasal Suctioning	1	2	3	4	1	2	3	4
Management of Nephrostomy Catheter	1	2	3	4	1	2	3	4

Communication/Documentation		Proficiency				Frequency			
Performing Team Leader Duties	1	2	3	4	1	2	3	4	
Giving Tape Report	1	2	3	4	1	2	3	4	
Giving Oral Report	1	2	3	4	1	2	3	4	
Making Assignments	1	2	3	4	1	2	3	4	
Reporting on Assigned Patients	1	2	3	4	1	2	3	4	
Making Rounds	1	2	3	4	1	2	3	4	

Age Specific		Proficiency				Frequency			
Infant (Birth to 1year)	1	2	3	4	1	2	3	4	
Toddler (1-3 years)	1	2	3	4	1	2	3	4	
Pre-school (3-6 years)	1	2	3	4	1	2	3	4	
School Age (6-12 years)	1	2	3	4	1	2	3	4	
Adolescent (12-18 years)	1	2	3	4	1	2	3	4	
Young Adult (18-30 years)	1	2	3	4	1	2	3	4	
Mature Adult (30-60 years)	1	2	3	4	1	2	3	4	
Elderly (>60 years)	1	2	3	4	1	2	3	4	

Work History

Years Experience in Clinical Specialty :

Most recent facility worked at:

I hereby certify that ALL information I have provided to Clover Health Services, on this skills checklist and all other documentation, is true and accurate.
I understand and acknowledge that any misrepresentation or omission may result in disqualification from employment and/or immediate termination.