

RN - Clinical Nurse Manager – Acute

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

Age Specific

Proficiency

Frequency

Infant (Birth to 1 year)	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

HR MANAGEMENT

STAFF PERFORMANCE

Proficiency

Frequency

Periodic and annual performance evaluations	1	2	3	4	1	2	3	4
Employee performance improvement plans	1	2	3	4	1	2	3	4
Career and succession planning	1	2	3	4	1	2	3	4

FEDERAL/STATE LAWS AND ORGANIZATIONAL POLICIES

Recruitment/Hiring	1	2	3	4	1	2	3	4
Interviewing	1	2	3	4	1	2	3	4
Termination	1	2	3	4	1	2	3	4
Leave of Absences (e.g. medical, disability, FMLA)	1	2	3	4	1	2	3	4
Hours/Wages (e.g. overtime)	1	2	3	4	1	2	3	4
Accommodations (e.g. disability)	1	2	3	4	1	2	3	4
Staff scope of practice (e.g. licensure)	1	2	3	4	1	2	3	4
Mandated reporting (e.g. abuse, disease)	1	2	3	4	1	2	3	4
Controlled substance diversion	1	2	3	4	1	2	3	4
Fitness for duty	1	2	3	4	1	2	3	4

UNIT AND STAFF MANAGEMENT

UNIT STAFFING	Proficiency				Frequency			
Staffing by (NHPPD, acuity, skill mix)	1	2	3	4	1	2	3	4
Flexing, floating, on-call policies	1	2	3	4	1	2	3	4
Charge RN duties	1	2	3	4	1	2	3	4
Scheduling	1	2	3	4	1	2	3	4

LEADERSHIP

Conflict resolution strategies	1	2	3	4	1	2	3	4
Promote staff engagement and retention	1	2	3	4	1	2	3	4
Promote cultural competence and humility	1	2	3	4	1	2	3	4
Change management facilitator	1	2	3	4	1	2	3	4
Team building	1	2	3	4	1	2	3	4
Facilitation/Collaboration with others (e.g. physicians, other departments, outside agencies)	1	2	3	4	1	2	3	4
Patient/Family issues	1	2	3	4	1	2	3	4
Ethical dilemmas	1	2	3	4	1	2	3	4
Mentorship/Coaching	1	2	3	4	1	2	3	4
Staff/Patient advocate	1	2	3	4	1	2	3	4
Educator	1	2	3	4	1	2	3	4
Conduct staff meetings	1	2	3	4	1	2	3	4
Create unit goals aligned with organizational strategic goals	1	2	3	4	1	2	3	4

CLINICAL OPERATIONS

Development of unit policies/procedures	1	2	3	4	1	2	3	4
Development/Evaluation of orientation programs	1	2	3	4	1	2	3	4
Promote use of EBP and research	1	2	3	4	1	2	3	4
Utilization of supplies/resources	1	2	3	4	1	2	3	4
Analyze workflows for efficiency	1	2	3	4	1	2	3	4
Regulatory compliance(e.g. OSHA, HIPAA, CMS)	1	2	3	4	1	2	3	4
Crisis management during emergencies	1	2	3	4	1	2	3	4

FISCAL MANAGEMENT

MANAGE AND EVALUATE UNIT PRODUCTIVITY	Proficiency				Frequency			
Nursing hours per patient day	1	2	3	4	1	2	3	4
Nurse to patient ratios	1	2	3	4	1	2	3	4
Staff skill mix	1	2	3	4	1	2	3	4
Patient acuity	1	2	3	4	1	2	3	4
Staffing models	1	2	3	4	1	2	3	4

Annual average daily census (ADC)	1	2	3	4	1	2	3	4
MANAGE UNIT FINANCES AND BUDGET								
Capital budgeting	1	2	3	4	1	2	3	4
Calculating ROI	1	2	3	4	1	2	3	4
Calculating ROA	1	2	3	4	1	2	3	4
New program assessment	1	2	3	4	1	2	3	4
Payroll process for staff	1	2	3	4	1	2	3	4
Revenue and expense forecasting	1	2	3	4	1	2	3	4
Reporting on budget variance	1	2	3	4	1	2	3	4
Cost-benefit analysis	1	2	3	4	1	2	3	4
Evaluation of productivity	1	2	3	4	1	2	3	4
Balance sheets	1	2	3	4	1	2	3	4
Direct/Indirect costs	1	2	3	4	1	2	3	4
Variable/Fixed Cost	1	2	3	4	1	2	3	4
FINANCIAL IMPACT OF REGULATIONS AND PAYMENT								
Payer mix (Medicare, Medicaid, managed care, third-party providers)	1	2	3	4	1	2	3	4
Diagnosis-related group (DRG) classifications	1	2	3	4	1	2	3	4
International Classification of Diseases (ICD)-9 & 10 codes	1	2	3	4	1	2	3	4

**PERFORMANCE
IMPROVEMENT AND
QUALITY**

IMPLEMENT PROCESSES	Proficiency				Frequency			
PDCA	1	2	3	4	1	2	3	4
Root cause analysis (RCA)	1	2	3	4	1	2	3	4
Failure Mode Effects analysis (FMEA)	1	2	3	4	1	2	3	4
QI/PI projects	1	2	3	4	1	2	3	4
EBP models	1	2	3	4	1	2	3	4
Data analysis/trends	1	2	3	4	1	2	3	4
Dashboard reporting	1	2	3	4	1	2	3	4
Benchmarking	1	2	3	4	1	2	3	4
Charts reviews (concurrent, retrospective)	1	2	3	4	1	2	3	4

**EVALUATE AND MANAGE
METRICS**

Staff satisfaction	1	2	3	4	1	2	3	4
Patient satisfaction	1	2	3	4	1	2	3	4
Nurse-sensitive indicators: Structure, process, outcome (e.g. falls, CAUTI, RN workforce)	1	2	3	4	1	2	3	4

Core measures	1	2	3	4		1	2	3	4
Error, events, and incidences	1	2	3	4		1	2	3	4
Staff injuries	1	2	3	4		1	2	3	4
Length of stay (LOS)	1	2	3	4		1	2	3	4
Staff turnover/retention	1	2	3	4		1	2	3	4

RISK MANAGEMENT AND SAFETY

Promote "Just Culture" for error reporting	1	2	3	4		1	2	3	4
Continuous readiness	1	2	3	4		1	2	3	4
TJC National Patient Safety Goals	1	2	3	4		1	2	3	4
Error prevention strategies	1	2	3	4		1	2	3	4

TECHNOLOGY

Use of EHR for reporting, data analysis, and workflow	1	2	3	4		1	2	3	4
Medication/ADC reports	1	2	3	4		1	2	3	4
Modalities for presentations (e.g. Powerpoint ,Excel)	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.