

**Directions:**

Evaluate the student by entering the appropriate number to indicate the degree of competency. The rating for each task should reflect employability readiness rather than the grades given in class.

**Student Rating Scale:**

- 0 No Exposure** – no experience/knowledge in this area
- 1 Knowledge Received** – area is understood
- 2 Limited Skill** – has exposure, but additional training and supervision is required
- 3 Moderately Skilled** – limited training and supervision may be required, but progress is being made
- 4 Skilled** – no additional training is required; the competency has been mastered and knowledge can be transferred to other applications

0	1	2	3	4	A. Performing Medical Aseptic Procedures	Notes:
					1. Wash hands	
					2. Follow body substance isolation (BSI)	
					3. Clean and disinfect equipment	
					4. Dispose of contaminated equipment and material	
					Other:	

0	1	2	3	4	B. Using Oral and Written Communication	Notes:
					1. Admit client	
					2. Orient client to the surroundings	
					3. Use therapeutic communication techniques	
					4. Respond to the holistic needs of the client and family	
					5. Document nursing care	
					6. Update care plan/care pathway	
					7. Assist with client education	
					8. Explain nursing procedures to the client	
					9. Use appropriate medical terminology and abbreviations	
					10. Demonstrate how to deal with a hostile client	
					11. Contribute to client care conferences	
					12. Follow the physician's orders/instructions	
					13. Prepare incident reports	
					14. Transfer the client within the same facility	
					15. Transfer the client to a different facility	
					16. Discharge the client	
					Other:	

0	1	2	3	4	<b>C. Assisting with Mobility and Performing Safety Functions</b>	<b>Notes:</b>
					1. Adjust the bed and side rails	
					2. Turn the client	
					3. Move the client to the head of the bed	
					4. Assist the client to sit up in bed	
					5. Assist the client to dangle	
					6. Assist the client to transfer from the bed to the chair/wheelchair/commode	
					7. Assist the client to ambulate	
					8. Assist the client with active range of motion exercises	
					9. Perform passive range of motion exercises	
					10. Assist the client with assistive devices to ambulate (i.e., walkers, gait belt, and cane)	
					11. Apply protective devices to client	
					12. Maintain a safe client environment	
					13. Assist the client in using a wheelchair	
					14. Transfer the client from a bed to a stretcher	
					15. Transfer the client using a mechanical lift	
					16. Maintain the client's body alignment	
					17. Use principles of body mechanics	
					18. Implement and maintain seizure precautions	
					19. Maintain traction	
					Other:	

0	1	2	3	4	<b>D. Providing Personal Care and Comfort Measures</b>	<b>Notes:</b>
					1. Assist or feed the client	
					2. Provide personal hygiene	
					3. Provide foot care	
					4. Give a back rub	
					5. Assist the client with dressing and undressing	
					6. Make an unoccupied bed	
					7. Make an occupied bed	

					8. Provide privacy for the client	
					9. Assess and maintain skin integrity	
					Other:	

<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>E. Conducting Basic Assessments</b>	<b>Notes:</b>
					1. Measure temperature using various routes	
					2. Measure pulse at various sites	
					3. Measure blood pressure	
					4. Assess respirations	
					5. Assess for pain	
					6. Measure height of all age groups	
					7. Measure weight of all age groups	
					8. Obtain a health history	
					9. Calculate and/or convert measurements using metrics	
					10. Monitor and report results of basic diagnostic tests	
					11. Perform basic physical assessment using age-appropriate techniques	
					12. Assess and intervene appropriately in suspected abuse cases	
					13. Monitor food and fluid intake	
					14. Assist with a physical exam	
					15. Assist with therapeutic and diagnostic procedures	
					16. Perform a neurological check	
					17. Auscultate bowel sounds	
					18. Auscultate lung sounds	
					19. Assess level of mental awareness	
					20. Monitor level of consciousness	
					21. Identify and describe parameters for assessing fluid and electrolyte balance	
					Other:	

<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>F. Conducting Nursing Procedures and Treatments</b>	<b>Notes:</b>
					1. Apply local cold and heat applications	
					2. Insert and maintain nasogastric tube	

					3. Administer, monitor, and maintain tube feelings	
					4. Apply antiembolic devices	
					5. Apply bandages	
					6. Apply wet to dry dressing	
					7. Apply and remove sterile gloves	
					8. Apply sterile dressings	
					9. Provide decubitus care	
					10. Irrigate ear	
					11. Irrigate wound	
					12. Give therapeutic baths	
					13. Collect various specimens	
					14. Perform cast care	
					15. Perform postmortem care	
					Other:	

<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>G. Assisting with Elimination</b>	<b>Notes:</b>
					1. Provide and remove bedpan	
					2. Provide and remove urinal	
					3. Assist the client with voiding	
					4. Apply condom draining apparatus	
					5. Perform urinary bladder catheterization (straight / foley)	
					6. Irrigate urinary catheters	
					7. Monitor and empty catheter drainage systems	
					8. Monitor and maintain continuous bladder irrigation (CBI)	
					9. Give catheter care	
					10. Remove retention catheter	
					11. Strain urine	
					12. Observe and record output	
					13. Assist with bladder and bowel retraining	
					14. Check for and remove fecal impaction	
					15. Administer enemas	

					16. Insert rectal tube	
					17. Provide ostomy care	
					Other:	

<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>H. Applying Principles of Anatomy and Physiology</b>	<b>Notes:</b>
					1. Explain the concept of the body as a coordinated whole	
					2. Describe the relationship between cells, tissues, and whole organisms	
					3. Identify and describe normal anatomy and physiology of the skeletal system	
					4. Explain the concept of fluid and electrolyte balance	
					5. Identify and describe normal anatomy and physiology of the integumentary system	
					6. Identify and describe normal anatomy and physiology of the nervous system	
					7. Identify and describe normal anatomy and physiology of the muscular system	
					8. Identify and describe normal anatomy and physiology of the special senses	
					9. Identify and describe normal anatomy and physiology of the endocrine system	
					10. Identify and describe normal anatomy and physiology of blood	
					11. Identify and describe normal anatomy and physiology of the circulatory system	
					12. Identify and describe normal anatomy and physiology of the respiratory system	
					13. Identify and describe normal anatomy and physiology of the gastrointestinal system	
					14. Identify and describe normal anatomy and physiology of the urinary system	
					15. Identify and describe normal anatomy and physiology of the reproductive system	
					Other:	

<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>I. Providing Cardiopulmonary Care</b>	<b>Notes:</b>
					1. Instruct the client in breathing exercises	
					2. Administer oxygen	
					3. Set up and maintain a vaporizer	
					4. Set up and maintain a croup tent	
					5. Assist the client with postural drainage	
					6. Suction the client's naso-oral-pharyngeal passages	
					7. Provide tracheostomy care	
					8. Perform pulse oximetry	
					9. Perform adult CPR	

					10. Perform infant and child CPR	
					11. Insert oral airway (adult and child)	
					12. Maintain chest tubes	
					13. Monitor respirator tubing and connections	
					14. Control external bleeding	
					15. Perform vascular assessment	
					Other:	

<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>J. Providing General Surgical Care</b>	<b>Notes:</b>
					1. Prepare the client for surgery	
					2. Provide post-operative care	
					3. Monitor operative site	
					4. Remove packing/drains	
					5. Remove staples/sutures	
					Other:	

<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>K. Applying Nursing Care Principles of Mental Health</b>	<b>Notes:</b>
					1. Describe the importance of physical and mental health throughout the lifespan	
					2. Identify and describe basic concepts of stress in relation to illness and health	
					3. Describe nursing care for the substance abuse client	
					4. Describe pathophysiology, medical treatment, and nursing care for personality disorders	
					5. Assist the client with grief and loss	
					Other:	

<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>L. Providing Nursing Care to the Adult Utilizing the Nursing Process</b>	<b>Notes:</b>
					1. Provide appropriate nursing care for clients in pain	
					2. Describe pathophysiology, medical treatment, and nursing care for musculoskeletal disorders	
					3. Describe pathophysiology, medical treatment, and nursing care for cardiovascular disorders	
					4. Describe pathophysiology, medical treatment, and nursing care for integumentary disorders	
					5. Describe pathophysiology, medical treatment, and nursing care for gastrointestinal disorders	
					6. Describe pathophysiology, medical treatment, and nursing care for reproductive system disorders	
					7. Describe pathophysiology, medical treatment, and nursing care for sensory system disorders	

					8. Describe pathophysiology, medical treatment, and nursing care for nervous system disorders	
					9. Describe pathophysiology, medical treatment, and nursing care for endocrine system disorders	
					10. Describe pathophysiology, medical treatment, and nursing care for urinary system disorders	
					11. Describe pathophysiology, medical treatment, and nursing care for respiratory system disorders	
					12. Describe pathophysiology, medical treatment, and nursing care for blood and blood-forming organs	
					13. Describe pathophysiology, medical treatment, and nursing care for immune system disorders	
					14. Describe pathophysiology, medical treatment, and nursing care for infectious diseases	
					Other:	

<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>M. Providing Nursing Care to the OB Client Utilizing the Nursing Process</b>	<b>Notes:</b>
					1. Apply the concept of family-centered maternal and child care	
					2. Describe normal anatomical & physiological changes that occur with pregnancy	
					3. Describe emotional responses occurring with pregnancy	
					4. Describe stages of normal fetal development	
					5. Describe complications of pregnancy	
					6. Describe stages of normal labor	
					7. Describe common complications of labor	
					8. Assist with admission of clients to labor and delivery	
					9. Assist with nursing care for normal labor clients	
					10. Assist with nursing care for normal delivery	
					11. Assist with nursing care for clients with complicated labor	
					12. Assist with preparing for various types of deliveries	
					13. Describe normal physiological and emotional changes occurring in postpartum	
					14. Provide nursing care for normal postpartum clients	
					15. Describe common complications occurring in postpartum	
					16. Provide nursing care for postpartum clients with complications	
					17. Instruct mothers in postpartum care	
					18. Instruct parents in newborn care	
					19. Assess bonding in the family unit	
					Other:	

0	1	2	3	4	<b>N. Providing Nursing Care to the Newborn Utilizing the Nursing Process</b>	<b>Notes:</b>
					1. Provide for the normal newborn	
					2. Assist with nursing care for newborns with complications	
					3. Assist with circumcision and subsequent care	
					4. Provide safety and security for a newborn	
					5. Discharge newborn	
					Other:	

0	1	2	3	4	<b>O. Providing Nursing Care to the Pediatric Client Utilizing the Nursing Process</b>	<b>Notes:</b>
					1. Describe pathophysiology, medical treatment, and nursing care for musculoskeletal disorders	
					2. Describe pathophysiology, medical treatment, and nursing care for cardiovascular disorders	
					3. Describe pathophysiology, medical treatment, and nursing care for integumentary disorders	
					4. Describe pathophysiology, medical treatment, and nursing care for gastrointestinal disorders	
					5. Describe pathophysiology, medical treatment, and nursing care for reproductive system disorders	
					6. Describe pathophysiology, medical treatment, and nursing care for sensory system disorders	
					7. Describe pathophysiology, medical treatment, and nursing care for nervous system disorders	
					8. Describe pathophysiology, medical treatment, and nursing care for endocrine system disorders	
					9. Describe pathophysiology, medical treatment, and nursing care for urinary system disorders	
					10. Describe pathophysiology, medical treatment, and nursing care for respiratory system disorders	
					11. Describe pathophysiology, medical treatment, and nursing care for blood and blood-forming organs	
					12. Describe pathophysiology, medical treatment, and nursing care for immune system disorders	
					13. Describe pathophysiology, medical treatment, and nursing care for infectious diseases	
					14. Describe common pediatric emergencies	
					15. Recognize disturbances of growth and development common to each age group	
					16. Utilize principles of development in caring for the pediatric client	
					17. Demonstrate proper safety measures appropriate to each development stage	
					Other:	

0	1	2	3	4	<b>P. Nursing Care to Promote Wellness Across the Lifespan</b>	<b>Notes:</b>
					1. Identify and describe physiological and psychological changes that occur	
					2. Identify and describe how cultural practices impact health	



					3. Describe available community resources to promote wellness	
					Other:	

0	1	2	3	4	<b>Q. Applying Principles of Medication Preparation and Administration for Clients of All Ages Utilizing the Nursing Process</b>	<b>Notes:</b>
					1. Convert and calculate dosages	
					2. Utilize the six rights of medication administration	
					3. Assess the effects of medication and intervene when necessary	
					4. Prepare and administer inhalant medications	
					5. Prepare and administer nose, eye, and ear drops	
					6. Prepare and administer topical medications	
					7. Prepare and administer oral medications	
					8. Prepare and administer sublingual and buccal medications	
					9. Prepare and administer rectal medications	
					10. Prepare and administer vaginal medications	
					11. Prepare and instill medications into the bladder	
					12. Prepare and administer subcutaneous injections	
					13. Prepare and administer intramuscular injections	
					14. Prepare and administer intradermal injections	
					15. Prepare and administer medications by NG and G tubes	
					16. Select and use appropriate syringes and sharps	
					17. Prepare, administer, and/or monitor IV fluids and medications	
					18. Initiate and monitor medication administration devices	
					19. Prepare, administer, and manage controlled substances accordingly to federal law	
					20. Measure blood glucose levels	
					21. Transcribe medication orders	
					Other:	

0	1	2	3	4	<b>R. Applying Principles of Nutrition</b>	<b>Notes:</b>
					1. Assess general nutrition status	
					2. Describe the relationship between health and nutrition across the lifespan	
					3. List functions of water	

					4. List sources of functions of proteins	
					5. List sources and functions of carbohydrates	
					6. List sources and functions of lipids	
					7. List sources and functions of vitamins	
					8. List sources and functions of minerals	
					9. Describe loss of nutrients due to preparation and storage	
					10. Utilize principles of diet therapy in administering client care	
					Other:	

0	1	2	3	4	<b>S. Personal and Vocational Concepts</b>	<b>Notes:</b>
					1. Discuss program philosophy and graduate competencies	
					2. Follow the school and program rules and regulations	
					3. Describe the types and functions of health care providers, facilities, and agencies	
					4. Describe the functions of nursing organizations	
					5. Discuss current moral and ethical health issues	
					6. Identify the need and responsibility for continuing education	
					7. Describe the legal, moral, and ethical aspects of practical nursing	
					8. Discuss nursing history and trends	
					9. Prepare a resume	
					10. Complete a job application	
					11. Demonstrate effective interviewing skills	
					12. Demonstrate professional work ethics	
					13. Utilize effective interpersonal skills	
					Other:	

0	1	2	3	4	<b>T. Performing Management Skills</b>	<b>Notes:</b>
					1. Identify the leadership roles and responsibilities of the practical nurse	
					2. Demonstrate critical thinking and problem-solving skills	
					3. Delegate job tasks	
					4. Manage time effectively	
					5. Utilize motivation techniques	
					6. Utilize assertive behavior techniques	

					7. Describe methods for initiating change	
					8. Describe methods to deal with conflict	
					9. Discuss legal responsibilities of leadership	
					10. Direct team members	
					Other:	

<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>U. Leadership Competencies**</b>	<b>Notes:</b>
					1. Demonstrate an understanding of SkillsUSA-VICA, its structure, and activities	
					2. Demonstrate an understanding of one's personal values	
					3. Perform tasks related to effective personal management skills	
					4. Demonstrate interpersonal skills	
					5. Demonstrate etiquette and courtesy	
					6. Demonstrate effectiveness in oral and written communication	
					7. Develop and maintain a code of professional ethics	
					8. Maintain a good professional appearance	
					9. Perform basic tasks related to securing and terminating employees	
					10. Perform basic parliamentary procedures in a group meeting	
					Other:	

**\*\*NOTE: These competencies are addressed in the Missouri SkillsUSA-VICA Curriculum Guide lessons**