

Online-only content for “An Evidence-Based Approach to Taking Charge,” by Flynn and colleagues in the *American Journal of Nursing*, September 2010, p. 58-63.

Competency Checklist: Sample Competencies for Clinical/Technical, Critical Thinking, Organizational, and Human Relations Categories

Directions: Please initial each box upon review or completion of each item listed below. Place signature on the last page.

Competency		Validation Initial / Date
Clinical/Technical <i>(Represents responsibilities directly related to patient care or some technical aspect of working on the unit.)</i>	A. Hand-off report <ul style="list-style-type: none"> Gives/receives report utilizing hand-off guidelines/critical elements. 	
	<ul style="list-style-type: none"> Communicates significant issues to the Patient Care Director. 	
	B. Assignments <ul style="list-style-type: none"> Assigns nurses and Nurses' Aides/Patient Care Technicians based on skill set. 	
	<ul style="list-style-type: none"> Delegates workload in a fair manner. 	
	<ul style="list-style-type: none"> Follows up on assigned tasks with staff. 	
	<ul style="list-style-type: none"> Schedules break and mealtimes with appropriate staff coverage. 	
	C. Knowledge of patient activities/acuity on the unit (for example, tests/procedures, blood transfusions, isolation, DNR, Patient Net/Telemetry).	
Critical Thinking <i>(Represents abilities to make effective decisions and problem solve regarding clinical and operational issues on the unit.)</i>	D. Staffing <ul style="list-style-type: none"> Demonstrates ability to assess staff's competencies. 	
	<ul style="list-style-type: none"> Verifies staffing is adequate for the following shift. 	
	<ul style="list-style-type: none"> Prepares staffing sheets for the next shift. 	
	<ul style="list-style-type: none"> Follows up with Staffing Coordinator/Supervisor regarding staffing needs. 	
Organizational <i>(Represents responsibilities to understand and operate in the organizational environment on the unit as well as the larger organization.)</i>	E. Time management <ul style="list-style-type: none"> Anticipates and carries out activities in a self-directed manner. 	
	<ul style="list-style-type: none"> Coordinates multiple tasks. 	
	<ul style="list-style-type: none"> Deals with interruptions. 	
	<ul style="list-style-type: none"> Prepares prior to shift. 	
Human Relations <i>(Represents responsibilities to interact effectively with other personnel to accomplish requirements of patient care as well as administrative activities.)</i>	F. Holds peers accountable for assignments/work performance. Reports issues/concerns to the Patient Care Director/Supervisor.	