

**COMPETENCY CHECKLIST  
MIDLEVEL - NPPA**

<b>SECTION 1</b>		<b>COMPETENCY DATE</b>
<i><b>TECHNOLOGY</b></i>	<ul style="list-style-type: none"> <li>▪ Enters concise electronic H&amp;P in CIS</li> <li>▪ Enters concise electronic Discharge Summary in CIS</li> <li>▪ 100% Progress Notes are electronic</li> <li>▪ Demonstrates electronic Medication Reconciliation</li> <li>▪ Demonstrates accurately cut/past note to PCP's CIS Inbox</li> <li>▪ Demonstrates Navigation in CIS to Baystate owned PCP practices to locate Medications, recent labs, tests, etc.</li> <li>▪ Demonstrates ability to access the Riverbend EPIC system accurately</li> <li>▪</li> </ul>	
<i><b>CLINICAL</b></i>	<ul style="list-style-type: none"> <li>▪ H&amp;P/Discharge Summary displays expected contents</li> <li>▪ Displays sound judgment as evidenced by:</li>   <li>▪ Attends and contributes to the afternoon multidiscipline team meeting</li> <li>▪ Collaborates with supervising MD as evidenced by:</li>   <li>▪ Collaborates with unit team (RN, Case Management as evidenced by:</li>   <li>▪ Anticipates tomorrows discharges and has a draft in CIS before leaving work</li> </ul>	

SECTION 1		COMPETENCY DATE
<i>CLINICAL</i>	<ul style="list-style-type: none"> <li>▪ Admit orders are in computer within 2 hours of admission knowledge</li> <li>▪ Discusses daily with the RN in charge of the patient plan of care, and places orders timely in CIS for efficiency of care.</li> <li>▪ Conducts a thorough consult when requested.</li> <li>▪ Conducts appropriate Hand Off's at end of Shift</li> <li>▪ Is a contributing member to the pilot TCAB floor's when that is their assignment for the day as evidenced by:</li> </ul>	
<i>EVENING CROSS COVERGE</i>	<ul style="list-style-type: none"> <li>▪ Present for Handoff at change of shifts</li> <li>▪ Carries the beeper for the shift and and answers 100% of all calls in a timely fashion.</li> <li>▪ Writes orders as needed in collaboration with physician(s) and found in CIS 100% of the time</li> <li>▪ Hand off of patient issues is done according to need</li> <li>▪ Follows all guidelines in technology and clinical sections</li> </ul>	
<i>CUSTOMER SERVICES</i>	<ul style="list-style-type: none"> <li>▪ Demonstrates a collaborative work ethic with physicians, nurses, case management, and administration</li> <li>▪ Displays Professionalism at all times</li> <li>▪ Demonstrates accountability and ownership</li> </ul>	

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Physician Mentor

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Roy Sittig, MD

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Chris Bryson, DO

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Donna Borah, MHA

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Pam Doyle NP

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Date