

Temp Staff Skills Checklist

New Staff member

Name	Signature	NMC/ HPC Number if appropriate	Date
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Patient Bed Areas

Review	Y or N/A	Signature /Date
1 Operation and functions of bed area pendant systems: <ul style="list-style-type: none"> Safety aspects including medical Gases Maintaining privacy and dignity for patients 		
2 Equipment and stock required to set up a bed area for admission for a patient.		
3 Maintaining a safe environment in the bed area: <ul style="list-style-type: none"> General safety checks Daily checks Reporting faults / broken equipment 		
4 Infection control procedure in the bed space: <ul style="list-style-type: none"> Correct use of PPE Daily cleaning Cleaning of equipment Mattress cleaning Cleaning of non-disposable kit 		

Understanding the principals involved in prevention of cross infection

Review	Y or N/A	Signature /Date
1 Correct hand washing technique		
2 Use of personal protective equipment including "donning and doffing"		
3 Nursing management of people with an infection		
4 Correct disposal of all types of waste from the clinical area including waste disposal policy: <ul style="list-style-type: none"> Clinical waste Non clinical waste 		
5 Precautions that relatives need to take to prevent cross infection		

It is anticipated that the temporary staff members will work under the supervision of a registered nurse and may support the delivery of following care:

Understanding of safe practice for the acutely ill person

Review	Y or N/A	Signature /Date
1 Monitoring of an acutely ill patient: <ul style="list-style-type: none"> Use of monitors including correct siting of probes, cuffs and ECG pads. Common alarms and actions NEWS/ NEWS2 observation charts Correct completion understands escalation procedure if observations outside expected parameters 		
2 Relevant care of Central and Arterial Lines.		
3 Relevant care of any required respiration support e.g. oxygen, C-PAP etc.		
4 Importance of recording accurate fluid balance in acutely ill patients:		

	<ul style="list-style-type: none"> Fluid balance chart - completion Hourly urine measurements 		
5	Medicines Management: <ul style="list-style-type: none"> Patients only medications COVID-19 specific policies e.g. preparation of IV drugs. Relevant policies 		
6	Provision of the fundamentals of care: <ul style="list-style-type: none"> effective eye care maintaining healthy oral mucosa maintaining skin integrity 		

Comments / Learning needs

<i>Person who is doing the Induction</i>			
<i>Name</i>	<i>Signature</i>	<i>NMC/ HPC Number if appropriate</i>	<i>Date</i>
<i>New Staff member</i>			
<i>Name</i>	<i>Signature</i>	<i>NMC/ HPC Number if appropriate</i>	<i>Date</i>

The checklist must be completed fully and signed by both yourself and the person doing the orientation.