

Ambulatory Procedure MA/LVN/ RN Skills

Name:	Employee ID #:
Unit:	Title:

PERFORMANCE CRITERIA - Unless otherwise specified all skills will be demonstrated in accordance with the appropriate UC Davis Health Policy and Procedure.

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Skill/Learning Skills listed as "Performs per Policy" are located <u>only</u> within the first 5 pages for sign off. Not all skills are applicable to all Nursing areas – if not applicable mark as N/A	Skill Code (For CPPN Use Only)	Date Completed (or N/A)	Verifier Initials
Cervical Loop Electrocautery Excisional Procedure (LEEP), assisting with (Ambulatory):	DAHS-NSCAMBCLEEP		
Colposcopy, assisting with	DAHS-NSCAMBCAW		
Cystourethroscopy, assisting with	DAHS-NSCAMBCTAW		
IUD insertion, assisting with	DAHS-NSCAMBIUDIAW		
Minor Procedures, assisting with (Ambulatory)	DAHS-NSCAMBMPAW		
Urodynamics, assisting with (Ambulatory)	DAHS-NSCAMBUAW		

SIGNATURE PAGE:

Signature and Printed Name of Verifier (preceptor or other verified personnel) who have initialed on this form:

Initial:	Print Name:	Signature:

PRECEPTEE STATEMENT AND SIGNATURE:

I have read and understand the appropriate UC Davis Health Policies and Procedures and/or equipment operations manual, I have demonstrated the ability to perform the verified skills as noted, and I have the knowledge of the resources available to answer questions.

Printed Name:	Signature:	Date:
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Cervical Loop Electrocautery Excisional Procedure (LEEP), assisting with (Ambulatory): DAHS-NSCAMBCLEEP	Date	Verifier Initials
References: 1. Clinical Policy 18004, Specimen Labeling for Laboratory Processing 2. Elsevier Clinical Skill: Sterile Field Preparation 3. Clinical Policy 4019, Universal Protocol 4. UC Davis Policy 11025 Standard and Transmission Based Precautions for Infection Prevention 5. UC Davis Health Policy 2111, Disinfection in Patient Care Areas 6. Handling of Reusable Instruments -Outpatient 7. UC Davis Health Policy 2005 Medical Waste Management		
Obtains patient's vital signs, last menstrual period, allergies		
Positions patient in lithotomy position. Show patient the coated speculum and explain its use.		
Observes UC Davis Policy 11025 Standard and Transmission Based Precautions for Infection Prevention		
Open sterile pack and appropriately uses sterile technique as needed, per Elsevier Clinical Skill: Sterile Field Preparation		
Performs procedural pause per Clinical Policy 4019, Universal Protocol		
Assists provider with exam		
Label any specimens collected per Clinical Policy 18004, Specimen Labeling for Laboratory Processing		
Performs post procedure vital signs and pain assessment		
Provides patient with feminine napkin at procedure end as needed		
Provides patient with discharge instructions. Inform the patient they may have slight vaginal bleeding if specimens were taken. Suggest wearing a sanitary pad until the bleeding subsides.		
Provide emotional support and allow patient to voice any concerns related to procedure or findings		
Disinfects room and exam table per UC Davis Health Policy 2111, Disinfection in Patient Care Areas		
Prepare soiled instruments for processing per Handling of Reusable Instruments -Outpatient		
Appropriately disposes of sharps as applicable per UC Davis Health Policy 2005 Medical Waste Management		
Documents in EMR		
Colposcopy, assisting with DAHS-NSCAMBCAW	Date	Verifier Initials
References: 1. Clinical Policy 18004, Specimen Labeling for Laboratory Processing 2. Elsevier Clinical Skill: Sterile Field Preparation 3. Clinical Policy 4019, Universal Protocol 4. Clinical Policy 11025 Standard and Transmission Based Precautions for Infection Prevention 5. UC Davis Health Policy 2111, Disinfection in Patient Care Areas 6. Handling of Reusable Instruments-Outpatient 7. UC Davis Health Policy 2005: Medical Waste Management		

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Colposcopy, assisting with DAHS-NSCAMBCAW continued	Date	Verifier Initials
Obtains patient's vital signs, last menstrual period, and allergies		
Positions patient in the lithotomy position. Show patient colposcope; explain that it will not be inserted into the vagina.		
Observes Clinical Policy 11025 Standard and Transmission Based Precautions for Infection Prevention		
Opens sterile pack and appropriately uses sterile technique as needed, per Elsevier Clinical Skill: Sterile Field Preparation .		
Performs procedural pause per Clinical Policy 4019 Universal Protocol		
Assists provider with exam		
Label any specimens collected per Clinical Policy 18004, Specimen Labeling for Laboratory Processing		
Performs post procedure vital signs and pain assessment.		
Provides patient with feminine napkin at procedure end as needed		
Provides patient with discharge instructions. Inform the patient they may have slight vaginal bleeding if specimens were taken. Suggest wearing a sanitary pad until the bleeding subsides. Provide emotional support and allow patient to voice any concerns related to procedure or findings.		
Disinfects room and exam table per UC Davis Health Policy 2111, Disinfection in Patient Care Areas		
Prepares soiled instruments for processing per Handling of Reusable Instruments-Outpatient		
Appropriately disposes of sharps as applicable per UC Davis Health Policy 2005: Medical Waste Management		
Documents in EMR.		

Cystourethroscopy, assisting with #DAHS-NSCAMBCTAW	Date	Verifier Initials
References: 1. Clinical Policy 11028 High Level Disinfection of Endoscopic Instruments 2. Clinical Policy 4019, Universal Protocol 3. UC Davis Health Policy 2111, Disinfection in Patient Care Areas		
Utilizes equipment user manual and follows operating instructions		
Disinfects cystoscope equipment per Clinical Policy 11028 High Level Disinfection of Endoscopic Instruments . Documents date/time in disinfection log		
Documents any new symptoms, allergies, etc. and the presence, if any, of artificial joints or mitral valve prolapse		
If using Cidex OPA for scope processing, screen patient for history of bladder cancer as this is a significant contraindication		
Document with use of cystoscopy dot phrase		
UROLOGY – Obtain clean catch urine sample if patient is symptomatic for urinary tract infection (UTI). GYN - Obtains clean catch urine specimen with and without symptoms of UTI or straight cath per provider		

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Cystourethroscopy, assisting with #DAHS-NSCAMBCTAW continued	Date	Verifier Initials
As applicable, perform POC Urine Dipstick and advise provider of results		
UROLOGY - Sets up IV pole with 500ml sterile normal saline. GYN - Sets up IV pole with 1000ml sterile water		
Verifies equipment, light source, and paper (as applicable) are operating correctly		
Prepares patient for procedure		
Performs procedural pause per Clinical Policy 4019, Universal Protocol		
Assists provider during cystourethroscopy.		
Provides patient instructions. Mild dysuria and transient hematuria should disappear within the first 48 hours after the procedure. The patient usually should be able to void normally after a routine cystoscopic examination, although some burning may be experienced.		
Provides post procedure medications as ordered by provider		
Cleans and reprocesses cystoscope equipment per Clinical Policy 11028 High Level Disinfection of Endoscopic Instruments .		
Documents date/time and disinfection log (if department uses Cidex)		
Documents patient MRN in disinfection log (if department uses Cidex)		
Disinfects room and exam table per UC Davis Health Policy 2111, Disinfection in Patient Care Areas		

IUD Insertion, assisting with #DAHS-NSCAMBIUDIAW	Date	Verifier Initials
References: 1. Clinical Policy 4019 Universal Protocol 2. UC Davis Health Policy 2111 Disinfection in Patient Care Areas 3. Handling of Reusable Instruments-Outpatient 4. UC Davis Health Policy 2005: Medical Waste Management		
Obtains patient's vital signs, LMP, and allergies		
Confirms that authorization has been approved for specific IUD		
Performs POC pregnancy test and records results in EMR.		
Properly positions patient (dorsal lithotomy).		
Performs surgical pause per Clinical Policy 4019 Universal Protocol		
Appropriately uses sterile technique.		
Opens sterile pack and sterile IUD at appropriate time		
Assists provider with procedure as needed		
Prepares for potential vasovagal response: Discontinue placement; Elevate patient's feet above the head (examination table to Trendelenburg position or simply hold patient's feet up). For prolonged bradycardia, oxygen and intramuscular atropine may be used. A vasovagal response may occur with a 10- or 15- minute delay; educate patients to sit down immediately if they become lightheaded after leaving the examination room.		

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IUD Insertion, assisting with #DAHS-NSCAMBIUDIAW continued	Date	Verifier Initials
Provide patient with feminine napkin at end of procedure		
Performs post-procedure vital signs and pain assessment		
Reviews patient discharge instructions		
Disinfects room and exam table per UC Davis Health Policy 2111 Disinfection in Patient Care Areas		
Prepares soiled instruments for processing per Handling of Reusable Instruments-Outpatient		
Appropriately disposes of sharps as applicable per UC Davis Health Policy 2005: Medical Waste Management .		
Documents appropriately in EMR including device lot number and expiration date.		
Minor procedures, assisting with DAHS-NSCAMBMPAW	Date	Verifier Initials
References: 1. Clinical Policy 18004, Specimen Labeling for Laboratory Processing 2. Elsevier Clinical Skill: Sterile Field Preparation. 3. Clinical Policy 4055, Medication Administration 4. Clinical Policy 4019, Universal Protocol 5. Clinical Policy 11025 Standard and Transmission Based Precautions for Infection Prevention		
Screen for allergies including topical and skin prep agents		
Prepare supplies as applicable. Label any specimens collected per Clinical Policy 18004, Specimen Labeling for Laboratory Processing		
Label medication syringe as applicable per Clinical Policy 4055, Medication Administration		
Demonstrate proper set up of sterile field per Elsevier Clinical Skill: Sterile Field Preparation.		
Explain procedure to patient and provide the opportunity to ask questions		
Comply with Clinical Policy 4019 Universal Protocol.		
Wear personal protective equipment per Clinical Policy 11025 Standard and Transmission Based Precautions for Infection Prevention		
Perform procedure site prep if needed, depending on procedure and MD preference. Perform hand hygiene and don sterile gloves Scrub skin, starting at the site of the incision, with a circular motion in ever widening circles to the periphery. Use enough pressure and friction to remove dirt and microorganisms from the skin and pores. Discard the sponge after reaching the periphery Repeat the scrub with a separate sponge for each round.		

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Minor procedures, assisting with DAHS-NSCAMBMPAW continued	Date	Verifier Initials
Post-Procedure Documentation a. Vital signs b. Screen for pain. c. Assess site d. Report any concerns to licensed staff/physician		
Discharge a. Provide patient verbal/written instructions/education (per scope of practice). If questions, refer to physician. b. Provide AVS (after visit summary). c. Follow-up appointment, if applicable.		
Urodynamics, assisting with #DAHS-NSCAMBUAW	Date	Verifier Initials
References: 1. UC Davis Health Policy 2111: Disinfection in Patient Care Areas		
Assists patient with use of Uroflowmeter equipment as directed by provider.		
Assists provider during procedure while maintaining compassion and dignity for patient.		
Provides patient instructions. Patient may experience mild discomfort for a few hours after these tests. Increasing fluids for two hours should help. Check with provider if patient can take a warm bath. If not, patient may be able to hold a warm, damp washcloth over the urethral opening. This may relieve discomfort.		
Patient may be given an antibiotic to prevent an infection. Instruct patient to call the office for signs of infection. These signs include pain, chills, or fever.		
Disinfects room and exam table per UC Davis Health Policy 2111: Disinfection in Patient Care Areas		
Disinfects specialized equipment according to manufacturer's guidelines.		
Documents appropriately in EMR.		