



ARMED FORCES HOSPITAL SOUTHERN REGION

Khamis Mushayt
Kingdom Saudi Arabia

HEAD NURSE/ ASSISTANT HEAD NURSE

SKILLS CHECKLIST

(HRS/F094/01)

NAME OF APPLICANT: _____ DATE: _____

<p>HOW TO COMPLETE THIS FORM:</p> <p>A thorough evaluation of your level in various Specialty areas will enable us to locate assignments that are suitable to your skills and the needs of our patients. Please place an "X" in the box that most accurately describes your level of expertise for this skills listed.</p>	<p>LEVELS OF PROFICIENCY:</p> <p>A = Perform Well (at least one year of current experience, very comfortable performing without supervision) B = Limited Experience (6 – 12, within the past two years, would require some assistance) C = Perform Infrequently (less than three months of experience, need more experience and practice, assistance required) D = No Experience (have never performed this task, willing to learn)</p>
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SKILLS	A	B	C	D	COMMENTS (IF ANY)
1. Specialist knowledge related to area.					
2. Documentation & record keeping.					
a). Staff personnel files					
b). Patient related incident					
c). Relevant Documentation Relating to the Unit					
3. Time Management					
5. Resource Management/ Supplies Purchasing					
6. Decision Making					
7. Confidentiality					
8. Problem Solving					
9. Staff Retention					
10. Performance Review					
11. Facilitating Meeting					
12. Conflict Management					
13. Pastoral Support/ Grief Counseling					
14. Environmental Management					
15. Total Quality Management (TQM)					
16. Auditing					
17. Training Needs Analysis of Staff					
18. Personal & Professional development					
19. Mentoring/ Preceptoring					
20. Information Technology & Management					
21. Schedules & Roster Planning					
22. Team Building					
23. Leadership					

SKILLS	A	B	C	D	COMMENTS (IF ANY)
24. Maintaining Inter-Department/ Inter-Professional relationship					
25. Staff development Plans					
26. Maintaining Inter-Department/ Inter-Professional relationship					
27. Staff development Plans					
28. In-Service Teaching					
29. Competency Assessment					
30. Senior Nurse Coverage					
31. Bed Management					
32. Code Blue Response					
33. Fire Awareness / Code					
34. Disciplinary Procedure					
35. Basic Life Support Course (BLS)					
36. Disaster Awareness/ Planning					
37. Formulating Policies & Procedure					
38. Computer Literacy					
39. Evidence of Skills Update					

January 2010

Thank you for completing the above. Demonstration of skills stated will be expected during 90 days probationary period. Inability to demonstrate skills may result in termination during probationary period.

Name/Signature of Applicant

DATE