



## MEDICAL – SURGICAL SKILLS CHECKLIST

NAME OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

Read the checklist below and tick the appropriate box, which corresponds to your proficiency/frequency of experience level on those particular skills.

**Remember!! Answer honestly**, in order that the reviewer can validate your overall competency and suitability for the position.

### LEVELS OF PROFICIENCY KEY:

1. **NO EXPERIENCE**
2. **LIMITED EXPERIENCE ( Novice )** = needs practice, assistance and guidance
3. **ADVANCE BEGINNER** = performs routine function; may need review and minimal supervision.
4. **COMPETENT** = prioritize, completes functions independently, without supervision.
5. **PROFICIENT/ EXPERT** = mastery in performance, capable of supervising and/or train others.

### FREQUENCY OF EXPERIENCE KEY:

1. **OBSERVED ONLY/NEVER DONE**
2. **RARELY DONE (<6 times per year)**
3. **INTERMITTENT EXPERIENCE ( 1 - 2 times/month or more than a month )**
4. **1-2 YEARS CONTINUOUS EXPERIENCE.**
5. **MORE THAN 2 YEARS CONTINUOUS EXPERIENCE.**

SKILLS	PROFICIENCY				
	1	2	3	4	5
<b>CARE OF MEDICAL PATIENT WITH:</b>					
▪ Renal failure (CRRT)					
▪ Cardiac diseases					
▪ Infectious Diseases ( MERS - CoV )					
▪ Diabetes					
▪ Neurological					
▪ Endocrine disease					
▪ Liver disease					
▪ Respiratory disorders - ( On Trache/ventilator)					
▪ ENT Disease					
▪ Geriatric/Rehabilitation					
▪ Vascular disease					

FREQUENCY				
1	2	3	4	5



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SKILLS	PROFICIENCY					FREQUENCY				
	1	2	3	4	5	1	2	3	4	5
<b>CARE OF MEDICAL PATIENT WITH:</b>										
▪ Gastrointestinal disease										
▪ Overdose										
▪ Burns										
▪ Tracheostomy, care, insertion removal, NGT,CVP										
▪ Chest tube care, insertion, removal										
▪ Infection control techniques and precautions										
▪ Decubitus ulcer										
▪ Bed ridden										
▪ Mechanical Ventilator										
<b>CARE OF SURGICAL PATIENT WITH:</b>										
▪ Thoracic surgery										
▪ Carotid										
▪ Craniotomy										
▪ Gastrointestinal surgery										
▪ Post angiography										
▪ Abdominal surgery										
▪ Renal surgery										
▪ Vascular surgery										
▪ ENT surgery										
▪ Plastic surgery										
▪ Gynaecological cases										
▪ Spinal surgery										
▪ Pulmonary surgery										
▪ Colostomy, Ileostomy										
▪ Colonoscopy										
▪ Orthopaedic surgery										
▪ Bandaging										
▪ Removal of sutures/clips										



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SKILLS	PROFICIENCY				
	1	2	3	4	5
<b>CARE SURGICAL PATIENT WITH:</b>					
▪ Bone marrow biopsy					
▪ Cast care					
▪ Traction, skin, skeletal					
▪ Wound Drainage systems					
▪ Catheter care, insertion removal					
▪ Pre and post – op care					
▪ Sterile dressings or packing					
▪ Bladder irrigation					
<b>Knowledge and skill with :</b>					
▪ Endotracheal tubes lumbar puncture devices					
▪ Central venous lines					
▪ Joint injections					
▪ Cardio – pulmonary resuscitation					
▪ Phlebotomy					
▪ Nasogastric/ Orogastric and Gastrostomy tube					
▪ Nebulization					
▪ Oxygen administration					
▪ External Urinary Drainage					
▪ Collection of specimens					
▪ <b>INTRAVENOUS THERAPHY</b>					
▪ IVF calculation and infusion					
▪ IV infusion via Volumetric and Peristaltic pumps (e.g. IVAC pumps)					
▪ Central venous line care, insertion, removal					
▪ Total parenteral nutrition					
▪ Blood and blood products transfusions					

FREQUENCY				
1	2	3	4	5



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SKILLS	PROFICIENCY					FREQUENCY				
	1	2	3	4	5	1	2	3	4	5
<b>Knowledge and skills with:</b>										
<b>MEDICATION ADMINISTRATION</b>										
▪ Preparation, calculation and administration of medications										
▪ Physical, psychological, Neurological assessment										
▪ Health teaching to patient, patient, parent, relatives										
<b>FAMILIARITY WITH EQUIPMENTS AND TECHNIQUES:</b>										
▪ Circular bed										
▪ Turning frames										
▪ Mediscuss bed (low air loss bed)										
▪ Hemovacs /Pleurovacs										
▪ I & fluid balance										
▪ Diabetic Insulin Pump										
▪ Diabetic Glucose monitoring device										
▪ Stoma care										
▪ Stryker frame										
▪ Trapeze										
▪ Halo, cervical, bucks traction										
▪ Cast										
▪ Crutch walking										
▪ Hoyer lift										
▪ Neurological evaluation										
<b>MISCELLANEOUS:</b>										
▪ Charge Nurse/ Resource nurse duties										
▪ Discharge planning										
▪ Patient/family education										
▪ In – service presentation										
▪ Patient care plans										

**Kingdom of Saudi Arabia**  
Ministry of Defense  
Prince Sultan Armed Forces Hospital  
Madina Al Munawarah  
**Nursing Administration Department**



المملكة العربية السعودية  
وزارة الدفاع  
مستشفى الامير سلطان للقوات المسلحة  
بالمدينة المنورة  
إدارة التمريض

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NAME OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

SKILLS	PROFICIENCY				
	1	2	3	4	5
▪ Presenting new employees					
▪ Computer skills					

FREQUENCY				
1	2	3	4	5

CERTIFICATION	YES	NO	DATE ISSUED /EXPIRATION
▪ Basic Cardiac Life Support (BCLS)			
▪ Pediatric Advance Life Support (PALS)			
▪ Advance Cardiac Life Support			
▪ Saudi Council Licensure			

*This skills checklist is part of the application process. False representation of information **WILL** result in a review of the applicants contractual/employment status.*

### ADDITIONAL INFORMATION:

Number of Experience: \_\_\_\_\_ Months / Year (s)

*I hereby certify that the information given above is true and accurate account of my proficiency.*

**Comments:**

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Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_