



NEONATAL INTENSIVE CARE UNIT 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
Knowledge and skills in general management of neonate:					
▪ Routine admission care					
▪ Insertion and care of peripheral IV cannula					
▪ Blood and specimen collection					
▪ Caloric requirements & calculations					
▪ Capillary blood sampling					
▪ Cardiac monitoring and interpretation					
▪ Umbilical arterial/venous line management					
▪ Drug & Fluid calculations.					
▪ Inotrope infusions & calculations.					
▪ Insertion and care of peripheral IV cannula.					

FREQUENCY				
1	2	3	4	5



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SKILLS	PROFICIENCY					FREQUENCY				
	1	2	3	4	5	1	2	3	4	5
Knowledge and care od patient with:										
▪ ≥ 24 – week gestation neonate management										
▪ Cardiac abnormalities										
▪ Attendance of high risk deliveries										
▪ Resuscitation and stabilization in DR										
▪ Transport of infants to and from the hospital										
▪ External ventricular drain.										
▪ Peritoneal dialysis										
▪ RH immunized neonate										
▪ Exchange transfusion										
▪ Phototherapy										
▪ Meconium aspiration syndrome										
▪ With insulin dependent mother										
▪ Respiratory distress syndrome										
▪ Septicaemia										
▪ Universal Infection Control Measures										
▪ Communicable disease										
▪ Total Parenteral Nutrition (TPN)										
▪ “Baby Friendly Hospital Initiative” Promotion of Breastfeeding										
▪ New born Individualised Developmental Care and Assessment (N.I.D.C.A.P.)										
VENTILATION MANAGEMENT:										
▪ Arterial Line Management										
▪ Blood Gas Interpretation										
▪ High Frequency Ventilation										
▪ Inhaled nitric Oxide										
▪ Transcutaneous monitor										



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SKILLS	PROFICIENCY					FREQUENCY				
	1	2	3	4	5	1	2	3	4	5
VENTILATION MANAGEMENT:										
▪ Nasally/oral Intubated Neonates										
▪ Saturation Monitoring										
▪ Administration of O2										
▪ Oxyhood (headbox) nasal cannula										
▪ Pressure Support Ventilation (PSV)										
▪ Nasal CPAP (Infant Flow Driver)										
▪ Nasopharyngeal CPAP										
▪ Volume guarantee Ventilation Mode										
▪ Synchronised IPPV										
▪ Oral/nasal tracheal tube management										
▪ Respiratory Monitoring										
▪ Tracheostomy management										
▪ Surfactant management										
SURGICAL MANAGEMENT:										
▪ BOWEL Resection & NEC										
▪ Cho anal atresia										
▪ Congenital Diaphragmatic Hernia										
▪ Exomphalus										
▪ Gastroschisis										
▪ Imperforate Anus										
▪ Myomeningocoele										
▪ Tracheosophageal Fistula										

Kingdom of Saudi Arabia
Ministry of Defense
Prince Sultan Armed Forces Hospital
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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:

Print Name: _____ Signature : _____ Date: _____

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NAME OF APPLICANT: _____ **DATE:** _____

Read through the skills and tick the box that corresponds to your level of proficiency in that particular skill:

NO EXPERIENCE (0)	NOVICE (1)	ADVANCE BEGINNER (2)	COMPETENT (3)	PROFICIENT (4)	EXPERT (5)		
Performance criteria is not relevant to the position, or	Performs task/skill infrequently	Performs routine functions	Prioritizes & completes functions independently	Demonstrate speed and flexibility in decision making	Demonstrates mastery in performance		
There has been no performance at this criteria	Requires guidance	Requires some assistance in complex situations/setting priorities	Can adapt practice to manage complex situations	Can predict outcomes independently & plan for contingencies	Demonstrates creativity & innovation		
Never performed this task/skill	Needs practice and/or supervision				Responds intuitively		
MANAGEMENT SKILLS :		No Experience	Novice	Advance Beginner	Competent	Proficient	Expert
▪ Scheduling							
▪ Staff allocation and delegation							
▪ Conflict resolution							
▪ Problem solving							
▪ Managing change							
▪ Leadership							
▪ Decision making							
▪ Continuous Quality Improvement (CQI)							
▪ Presenting new employees/nursing students							
▪ Charge nurse responsibilities							
PRACTICAL & THEORY: SKILLS CHECKLIST:		No Experience	Novice	Advance Beginner	Competent	Highly Proficient	Expert
GENERAL MANAGEMENT OF NEONATE:							
▪ Caloric requirements & calculations							
▪ Capillary blood sampling							
▪ Cardiac abnormalities							
▪ Cardiac monitoring and interpretation							
▪ ≥ 24-week gestation neonate management							
▪ Drug & Fluid calculations							
▪ Inotrope infusions & calculations							
▪ Insertion and care of peripheral IV cannula							