

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

OUT PATIENT DEPARTMENT

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		
COMMUNITY HEALTH :		No Experience	Novice	Advance Beginner	Competent	Proficient	Expert
▪ NGT insertion/charging							
▪ PEG tube care							
▪ Suprapubic /Ureteral catheters							
▪ Community Health Education							
▪ Cultural appreciation							
▪ Mortality management							
▪ Environmental safety							
▪ Autonomy and responsibility							
▪ Health screening / follow up							
SPECIALTY AREAS:							
DERMATOLOGY AND ALLERGY CLINIC:							
▪ Patch tests							
▪ Allergy tests							
▪ Kelloid injections							
▪ Punch biopsy							
▪ Minor surgical procedures							

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PRACTICAL & THEORY: SKILLS CHECKLIST:	No Experience	Novice	Advance Beginner	Competent	Highly Proficient	Expert
▪ Blood and specimen collection						
▪ Interpretation of laboratory values						
▪ Invasive / non-invasive blood pressure monitoring						
▪ Umbilical arterial/venous line management						
▪ Central venous line management						
▪ 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						
▪ Nasally/orally 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						

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SKILLS:	No Experience	Novice	Advance Beginner	Competent	Proficient	Expert
ENT :						
▪ Removal of foreign bodies						
▪ Changing Tracheotomy tubes						
▪ Suctioning						
▪ Audiogram						
▪ Assisting with minor surgery						
▪ Assisting with endoscopic procedures						
▪ Preparation and cleaning of ENT instruments						
▪ Fiberoptic laryngoscope						
▪ Nasal packing - insertion - removal						
▪ Ear lavage						
OPHTHALMOLOGY;						
▪ Laser theraophy						
▪ Eye irrigation						
▪ Schirmers test						
▪ Excision of chalazion						
PERFORM THESE PROCEDURES:						
▪ Pulse oximetry						
▪ Blood Glucose Monitoring						
▪ Incentive spirometry Teaching						
▪ Wound care						
▪ Cast care						
▪ Nebulizations						
▪ Immunizations						
FAMILIARITY WITH EQUIPMENT :						
▪ Fetuscope / Doppler						
▪ Electronic Thermometer						
▪ Digital scales						
▪ BP apparatus						
ASSIST WITH :						
▪ Suturing						
▪ Incision and Drainage of abscess						
▪ Skin biopsies						
▪ Rectal exams						
▪ Vaginal exams						
▪ Debridement						
▪ Joint injections						

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SKILLS:	No Experience	Novice	Advance Beginner	Competent	Proficient	Expert
EMPLOYEE HEALTH SKILLS						
▪ Confidentiality and nurse advisory role/responsibilities						
▪ Health screening						
▪ Vaccination prophylaxis for travellers						
▪ Visa applications						
▪ Health Education						
OBSTETRICS / GYNAECOLOGY						
▪ CTG monitoring						
▪ Antenatal/postnatal care						
▪ Breastfeeding and mothercraft education						
▪ Colposcopy						
▪ Cryomachine						
▪ Breast examination						
▪ Gynaecological procedures						
PAEDIATRIC CLINIC:						
▪ Immunization schedules and modes of administration						
▪ Paediatric vital signs						
▪ Nebulizers						
▪ Well baby clinics						
▪ Immunization schedules						
▪ Circumcision surgery						
▪ ECHO assistance and emergency procedures						
▪ Hypothyroid screening						
PSYCHIATRIC CLINIC:						
▪ Full psychiatric nursing assessment of client						
▪ Psychotropic drugs – uses, side effects, contraindications.						
▪ Psychiatric services						
▪ Psychiatric conditions and respective nursing management						
▪ Legal, ethical and cultural considerations						
ORTHOPAEDICS:						
▪ Application/Removal of casts and splints						
▪ Application of Neo frakt casts						
▪ Assisting with minor surgery						
▪ Assisting with removal of K- wires						
▪ Assisting with intra articular injections						

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SKILLS:	No Experience	Novice	Advance Beginner	Competent	High Proficient	Expert
VENTILATION MANAGEMENT:						
▪ Oral /nasal tracheal tube management						
▪ Respiratory Monitoring						
▪ Tracheostomy Management						
▪ Surfactant Management						
SURGICAL MANAGEMENT:						
▪ Bowel Resection & NEC.						
▪ Choanal Atresia						
▪ Congenital Diaphragmatic Hernia						
▪ Exomphalus						
▪ Gastroschisis						
▪ Imperforate Anus						
▪ Myomeningocele						
▪ Tracheosophageal Fistula						
▪ PDA Ligation						

CERTIFICATION	YES	NO	EXPIRATION
▪ Basic Cardiac Life Support (BCLS)			
▪ Pediatric Advance Life Support (PALS)			
▪ Advance Cardiac Life Support (ACLS)			
▪ Neonatal Resuscitation Program (NRP)			

Number of Experience: _____ Months / Year (s)

Do you possess a post-basic training qualification in neonatal intensive care nursing, which is recognizes by your nursing council/professional board? Yes / No

Successful completion of the 90-days probationary period is dependent upon confirmation of the proficiencies stated above. Inability to demonstrate the skills stated will result in termination of your employment during the probationary period.

This skills list is part of the successful applicant's orientation package within the unit. False representation of information WILL result in a review of the applicant's contractual status.

I certify that the information given above is an accurate account of my proficiency.

Comments: _____

Print Name: _____ **Signature:** _____ **Date:** _____