



**KING SALMAN ARMED FORCES HOSPITAL - NORTHWESTERN REGION
NURSING DEPARTMENT**

HEAD NURSE SKILLS CHECKLIST

PLEASE MARK LEVEL OF EXPERIENCE:

- 1 = NO EXPERIENCE**
2 = KNOWLEDGE
3 = PERFORM INFREQUENTLY {WOULD REQUIRE SOME SUPERVISION}
4 = ABLE TO PERFORM WITHOUT ANY SUPERVISION

SKILLS CHECKLIST	1	2	3	4
Development of policies and procedures				
Staff Scheduling				
Total Quality Management				
Monitoring of annual leave				
Participation in staff development				
Performance evaluation/Counseling				
Orientation of new staff				
Knowledge of:				
• Budgeting				
• Patient acuity system				
• Human/material resources				
Committee Membership:				
•				
•				
•				
Experience working with multi-national staff.				
• Number of staff managed _____				
Computer skills				
Evidence of skills update:				
•				
•				
•				
•				

SKILLS CHECKLIST			
Describe your Management Style			
CERTIFICATION	YES	NO	EXPIRY DATE
BLS			
ACLS			
NRP			
PALS			
ATLS			
IV THERAPY			

The information I have given is true and accurate.

NAME (PLEASE PRINT)

SIGNATURE

DATE