

COMPENTENCY CHECKLIST

Employee Name: _____ Employee Number: _____

Title: _____ Unit: _____

Skills Validation			
Method of Evaluation: DO-Direct Observation VR-Verbal Response WE-Written Exam OT-Other			
Emergency Code Standardization Process	Method of Evaluation	Initials	Comments
Patient, staff and visitor safety			
Access to emergency code policy and procedure			
Definitions of each emergency code			
How to call each emergency code			
Staff responsibilities after calling or hearing a code			

Name of Skills Validator: _____

Signature of Skills Validator: _____ Date: _____

I received a copy of the standardized emergency codes (policy or badge).

I understand the emergency code procedures for the hospital and my role in safety.

I agree with this competency assessment.

I will contact my supervisor, manager or director, if I require additional training in the future.

Employee Signature: _____ Date: _____

Reference

Healthcare Association of Southern California (2011) Health care emergency codes: a guide for code standardization, (3rd ed). Retrieved Feb. 8, 2013, from www.HASC.org

Minnesota Hospital Association (n.d.) Plain-language emergency overhead paging: implementation toolkit. Retrieved Feb. 8, 2013, from www.mnhospitals.org/patient-safety/curent-safety-quality-initiatives/emergency-overhead-pages