

# MILLENNIUM MEDICAL STAFFING INC.

P: (718) 364-7250

F: (718) 364-7355

## OPERATING ROOM SKILLS COMPETENCY CHECKLIST Registered Nurse (RN)

### PART I – SKILLS

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Total years of Operating Room nursing experience: \_\_\_\_\_

**Please rate your Skill Level:**

**0** – No Experience. Theory Only.

**1** – Limited competency / proficiency.  
Supervision Required.

**2** – Acceptable competency / proficiency.

**3** – Competent / proficient. Performed frequently and  
independently during the past 2 years.

<b>SKILL</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
Prepare room/equipment based on patient's surgical needs				
- Implementing housecleaning tasks for sanitation (dusting in AM)				
- Pulling appropriate supplies/equipment for procedure				
Test equipment for safe & proper functioning				
- Overhead lights				
- Electrical equipment				
- Gas-powered equipment				
- Suction equipment				
- Mechanical equipment				
- OR furniture				
- Check anesthesia machine connections, air nitrous, vacuum				
- O2, nitrous tank level				
- Check integrity of tourniquet cuffs				
Demonstrate ability to sort instruments				
- Separate all sharps/fine instruments from others in separate area				
- Remove gross contaminants during/after procedure & before removing from OR Suite				
- Cover back table with drape for moving to decontamination area				
Steam Autoclave				
- Proper wrapping				
- Chemical indicator placement				
- Outside labeling				
- Biological indicator				
- All implants documentation				
- Test pack / documentation				
- Loading / unloading				
- Drying				
- Rotation of sterile supplies				
- Handling & storage of sterile supplies				
- Checking for outdates				
Select proper mode of sterilization for instruments & equipment				
Proper handling / transporting of sterilized instruments				
Assessing sterilized package integrity & expiration date prior to opening				
Use, monitoring, & documentation of Steris Sterilizer				
Practice monitoring methods for sterilization				
- Chemical (Cidex) dating				
- Biological				
Identify patient according to Facility's "Time-Out" procedure				
- Ask patient to state name, doctor, surgical procedure, & operative site (marked)				
- Check ID band & compare name & number with chart & name plate				
- Check for prosthetic dentures, glasses, etc. & note any imperfections in items				
Provide physical comfort for patient with pillows, blankets, anatomical position on stretcher, and/or decrease noise level				

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<i><b>SKILL</b></i>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
Check chart for:				
- Operative consent				
- Pre-operative checklist				
- Pre-operative orders				
- Documentation of pre-operative medication				
- Allergies				
- Vital signs				
- History & physical				
- Laboratory results				
- Diagnostic tests				
Transport patient safely from unit to OR bed with side rails applied, safety belt applied, and extremities protected				
Use principles of body mechanics when lifting, transferring, and positioning patients				
Transfer patient safely to OR bed by:				
- Securing stretcher wheels				
- Using adequate number of personnel				
- Placing patient in correct body alignment				
- Maintaining patient privacy by preventing undue exposure				
- Protecting patient equipment (e.g. Foley IV)				
Report malfunctioning equipment & instruments to appropriate individuals & remove from room according to department policy				
Provide for patient safety:				
- Secure safety strap across patient's thighs				
- Pad heels and elbows with appropriate padding				
- Operate mechanical & electrical equipment correctly				
- Assure visual reassessment of patient at all times				
- Ground patient correctly for electrosurgical safety				
- Count sponges, sharps, & instruments according to department policy				
- Take appropriate action when counts are incorrect				
- Administer medications correctly				
- Stand at patient's side during induction / extubation to assist and provide protection PRN				
Monitor patient's stability:				
- Vital signs, pulse, BP, respiration, temperature				
- EKG monitor / pulse oximetry / Dinamap				
- Fluid balance				
- Changes following administration of medications				
Provide for self & team safety by:				
- Correctly disposing of sharps				
- Knowing fire policy and disaster plan				
- Knowing traffic patterns in OR and corridors				
- Handling hazardous & contaminated materials properly				
Assist in positioning patient PRN to promote:				
- Circulatory homeostasis				
- Respiratory homeostasis				
- Neuromuscular homeostasis				
- Patient privacy				
- Exposure of operative procedure				
Demonstrate ability to assist in positioning patient in the following positions with or without the use of positioning aids:				
- Supine				
- Prone				
- Lithotomy				
- Jack-knife				
- Lateral				
- Semi-lateral				
- Sitting				
- Semi-fowlers				

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<b>SKILL</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
Assess need for hair removal by:				
- Policy & procedure				
- Operative procedure				
- Physician's specifications				
- Documentation on intra-op form				
Implement practice for the prevention of infection:				
- Practice principles of aseptic techniques:				
- Open sterile items without contamination				
- Pour solutions correctly				
- Gown & glove according to policy				
- Place furniture within sterile field				
- Drape or assist with draping without contamination				
- Monitor as scrub / circulator in and out of sterile field and room				
- Recognize and report breaks in aseptic technique in self and others to appropriate individuals				
- Take corrective action to remedy contamination errors				
- Practice principles of asepsis:				
- Scrub hands & arms according to policy / procedure				
- Wash hands before entering OR Suite, when re-entering unit, or removing gloves				
- Assist in prepping the patient according to policy and physician preference				
- Insert urinary catheter using sterile technique				
- Use sterile technique when starting IVs as directed				
- Practice principles of cleanliness & sanitation:				
- Demonstrate satisfactory personal hygiene measures				
- Report breaks in health hygiene in self & others (URI & Skin breaks / burns)				
- Use safe practice with tissues & specimens within the sterile field. Retain all tissue until end of procedure.				
- Confine contamination to area around sterile field				
- Prevent cross contamination between patients and OR Suite				
Function in the scrub role during the surgery procedure & demonstrated knowledge of:				
- Preparing and passing surgical instruments in functional position				
- Clamps & grasping instruments				
- Sutures				
- Retractors / sharps				
- Hemostatic agents				
- Surgical drains and catheters				
- Implantables / Instruments				
- Surgical dressings				
- Power equipment function / use				
Demonstrate ability to function during urgent and emergency situations by:				
- Practice life-saving support measures as needed				
- Know location and proper use of emergency equipment & drugs				
- Follow procedure for acquisition & administration of blood / blood products:				
- Sign out in Lab				
- Checking units into OR				
- Administration				
- Reaction / intervention				
- Implementing stat orders appropriately				
- Demonstrate knowledge of fire extinguisher and emergency exits				
- Demonstrate knowledge of fire and disaster plan				
- Demonstrate knowledge of Code Blue policy				
Assist with decreasing operative time of patient by:				
- Using physician preference cards				
- Practicing unfamiliar skills independently				
- Anticipating needs of the team				
- Verifying administration of pre-op meds for subsequent patient in appropriate OR				
- Sending promptly for subsequent patient in appropriate manner & notifying unit coordinator of delays				

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<b>SKILL</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
- Using proper resources / personnel				
- Keeping appropriate individuals informed of changes in patient's condition				
Handle blood and tissue specimens correctly:				
- Label specimens correctly				
- Select appropriate container for specimens				
- Follow procedure for transporting specimens				
- Follow procedure for handling blood / tissues / culture				
- Follow procedure for special tests				
- Document specimens in appropriate places				
- Storage use of formalin				
Blood / Blood Product Infusion				
- Packed RBCs				
- Whole Blood				
Blood Gas Interpretation				
Chest Tube & Drainage System				
Foley Catheter Insertion & Care (Female & Male)				
Gastric Suction				
Phlebotomy – Venous blood & Central line draws				
Restraints				
Intubation / Extubation				
Hemodynamic Monitoring (Non-invasive)				
IV Therapy				
- Angiocath Insertion				
- A-Line Insertion (assist)				
- CVP Insertion (assist)				
- Swan-Ganz Insertion (assist)				
Assessment & Management of Malignant Hyperthermia Crisis				
Oxygen Therapy Administration				
- Face Mask				
- Nasal Cannula				
- Trach Collar				
Suctioning				
- Nasopharyngeal				
- Oropharyngeal				
- Tracheostomy				
Temperature				
- Axillary				
- Oral				
- Rectal				
- Tympanic				
Pain Level Assessments				
Wound Care				
Demonstrate cost effectiveness:				
- Completing charges appropriately				
- Assessing and using supplies diligently				
Document appropriately on the:				
- Intra-operative record				
- Anesthesia record local				
- Charge sheets				
- Laboratory sheets				
- Unusual occurrence sheet				
- Unit QA form				
Knowledge of Medications				
Knowledge of Emergency Medications				
Patient Teaching				
Participate as a team member:				
- Daily functioning / Staff meetings Statistics / recording				
Function as circulating RN				

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## OPERATING ROOM SKILLS COMPETENCY CHECKLIST PART II – EQUIPMENT

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Please rate your Skill Level on the equipment listed:**

**0** – No Experience. Theory Only.

**1** – Limited competency / proficiency.  
Supervision Required.

**2** – Acceptable competency / proficiency.

**3** – Competent / proficient. Used frequently and  
independently during the past 2 years.

<i>EQUIPMENT</i>	0	1	2	3
OR Tables				
- Orthopedic fracture tables				
- Urology				
Fracture Tables				
- Chick / Marquet				
- Jackson				
- Skytron / Rush				
Defibrillator				
Dermatones				
- Brown				
- Padgett				
Electro Cautery Units				
- Safety checking				
- Settings / use				
- Connecting to electrical				
Microscopes (Zeiss)				
- Eye				
- ENT				
Site Phacoemulsification				
Fiber Optics (Olympus, Wolf, Dyonics)				
- Light Source				
- Rigid B-Scope				
- Esophagoscope				
- Laryngoscope				
- Laparoscope				
- Ureteroscope				
- Nephroscope				
- Arthroscopy				
Suction curettage				
Suction apparatus				
Tourniquet matching & test gauge				
Auto suture applicator:				
- TA55				
- GIA				
- EEA				
- Surgiport				
- Clip Applier				
- Verres Needle				
Sterilizers				
- Steam Autoclave				
- Steris Autoclave				
- Flash Autoclave				
Argon Beam Coagulator				
Internal Stapling Devices				
Emerson Thoracic Pump				

<i>EQUIPMENT</i>	0	1	2	3
Power drills and saw				
- Oscillating saw				
- Reciprocating saw				
- Maxi-driver				
- Mini-driver				
- Hall				
Warming cabinets				
Overhead & spot lights				
Thermostats				
X-Ray outlet				
X-Ray view box				
Stop clock				
Ceiling outlets:				
- O2				
- Compression air				
- Suction				
Continuous SVO2 & CO Monitor				
Cell Saver				
Call beepers				
Cardiac monitor				
Vital signs monitor				
Hemodynamic monitor				
OR Robotics				
Pulse oximeter				
Abbott IV pump				
PCA infuser pump				
Blood pump				
Blood warmer				
Gurneys				
Gas alarm panel				
Addressograph				
Telephone function options				
Site phaco machine				
Water Pik				
Anesthesia machine				
Sequential compression system				
Bair Hugger (TTMM)				
Lapaflator				
3M Arthroscopy Pump				
Mayfield headrest				
SLT Laser				
Camera / Video Equipment				
Computer				
Other:				

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## OPERATING ROOM SKILLS COMPETENCY CHECKLIST PART III – PROCEDURE EXPERIENCE INVENTORY

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Please rate your Skill Level:**

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PROCEDURE	Scrub	Circ	0	1	2	3
<b>I. GENERAL SURGERY:</b>						
Abdominal Perineal Resection						
Abdominal Abscess						
Adrenalectomy						
Anal Fistulectomy						
Appendectomy						
Bowel Reanastomosis						
Bowel Resection						
Breast Biopsy						
Breast Biopsy – bilateral						
Cholecystectomy						
Chole w/Cholangiograms						
Chole & Grams - CDE						
Colectomy						
Colostomy						
Colostomy – Closure						
Colostomy – Opening						
Colostomy – Revision						
Cystectomy						
Cytectomy						
Diverticulum						
Enterostomy						
Exam under anesthesia						
Excision of Mass						
Gastric Resection						
Gastroenterostomy						
Gland Biopsy						
Groin Dissection						
Hemorrhoidectomy						
Hernioplasty						
Hernioplasty – bilateral						
Hernioplasty – diaphragmatic						
Hydrocelectomy						
I & D						
Jejunostomy						
Laparotomy						
Lymph Node Biopsy						
Mastectomy						
Mastectomy – bilateral						
Parotidectomy						
Pilonidal						
Proctoscopy						
Pyloromyotomy						
Pyloroplasty						
Rectal Polypectomy						
Removal of Foreign Body						
Scalene Node Biopsy						
Sigmoidoscopy						
Spleenectomy						

PROCEDURE	Scrub	Circ	0	1	2	3
<b>I. GENERAL SURGERY:</b>						
Thyroidectomy						
Vagotomy						
Wound Dehiscence						
<b>II. ORTHOPEDIC:</b>						
Acetabular / Pelvic ORIF						
Achilles Tendon Repair						
Anterior Cruciate Ligament Repair						
Arthroscopy						
Ankle						
Elbow						
Hip						
Knee						
Shoulder						
Arthrotomy						
Bipolar / Unipolar Hips						
Bunionectomy						
Calcaneal Reconstruction						
Capsulorrhaphy						
Carpel Tunnel Release						
Closed Reduction Fracture						
External Fixator Application						
Extremities						
Pelvis						
Extremity Amputation						
Halo Traction Application						
Hand Surgery						
Harrington Rod Insertion						
Heel Cord Lengthening						
Hip Compression & Lag Screws						
Rush						
Schneider						
Smith & Richards						
Zimmer						
Other						
Hip Prosthesis Insertion						
Iliac Crest Bone Graft						
Intramedullary Rods Insertion						
Femoral						
Humeral						
Supracondylar						
Tibial						
Laminectomy						
Olecranon Bursa Excision						
Reduction with Compression						
Reimplantation of Digits						
Rotator Cuff Repair						
Putti Platt						
Bankart						

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PROCEDURE	Scrub	Circ	0	1	2	3
<b>II. ORTHOPEDIC (contd.):</b>						
Sacro-iliac Joint Screws						
Spica Cast Application						
Spinal Fusion						
Anterior						
Posterior						
Tendon Transplants						
Total Joint Replacement						
Hip						
Knee						
Shoulder						

PROCEDURE	Scrub	Circ	0	1	2	3
<b>III. CARDIOVASCULAR / CHEST:</b>						
A-V Access Graft						
Aortic aneurysm w/graft replace.						
Aortograms						
Carotid aneurysm resection & graft						
CABG						
Chest Tube Insertion						
Closed Thoracotomy						
Coarctation Resection, Aorta						
Endarterectomy						
Carotid						
Femoral						
Endoscopic aortic aneurysm repair						
Embolectomy / Thrombectomy						
Open Heart Procedures						
Patent ductus arteriosus						
Septal defect repairs						
Ascending Dissection						
Descending Dissection						
Arch Dissection						
Tetralogy of Fallot						
Commissurotomy / Valve						
Repair / Replacement						
Pacemaker Implantation						
Endocardial						
Myocardial						
Pectus Excavatum Correction						
Pericardectomy						
Peripheral Vascular Bypasses						
Pneumonectomy / Lobectomy						
Rib Resection						
Stent Placements						
Aorta						
Brachial						
Carotid						
Femoral						
Thoracoplasty						
Tracheal Resection						
Transthoracic Diaphragmatic						
Hemiorrhaphy						
Vein Harvesting						
Endoscopic						
Open						
Vena Cava Filter						
Vena Cava Ligation						

PROCEDURE	Scrub	Circ	0	1	2	3
<b>IV. NEUROSURGICAL:</b>						
A-V Malformation						
Ant. Laparoscopic Spine Procedure						
Anterior Lumbar Interbody Fusion						
Burr Holes for Subdural Hematoma						
Carotid Ligation						
Cerebral Aneurysm						
Cervical Fusion						
Anterior						
Posterior						

PROCEDURE	Scrub	Circ	0	1	2	3
<b>IV. NEUROSURGICAL (contd.):</b>						
Cervical Sympathectomy						
Cranioplasty / Craniotomy						
Aneurysm Clipping						
Tumor Excision						
Stealth						
Craniectomy for Decompression Fx						
Crutchfield Tong Insertion						
Disectomy						
Hypophysectomy						
Lumbar Laminectomy						
Medication Pump Insertion						
Myelomeningocele Repair						
Nerve Stimulator Insertion						
Pedicle Screw Insertion						
Posterior Lumbar Interbody Fusion						
Shunt Procedure, VP & VA						
Spinal Cord Tumor						
Sympathectomy						
Ulnar Nerve Transfer						
Ventriculography						
Ventriculostomy						

PROCEDURE	Scrub	Circ	0	1	2	3
<b>V. ENDOSCOPIC:</b>						
Bronchoscopy						
Colonoscopy						
Cystoscopy						
Gastroscopy						
Hyteroscopy						
Laparoscopy						
Appendectomy						
Cholecystectomy						
Cholangiogram						
Colon Resection						
Herniorrhaphy						
Nissen Fundoplication						
Pelvic Exoneration						
Salpingoophorectomy						
Tubal Ligation						
Scope Assisted Vaginal						
Hysterectomy						
Laryngoscopy / Microlaryngoscopy						
Mediastinoscopy						
Sigmoidoscopy						
Thoracoscopy						
Urteroscopy						

PROCEDURE	Scrub	Circ	0	1	2	3
<b>VI. GYNECOLOGIC:</b>						
Abortion						
Cesarean Section						
Colpotomy						
Culdoscopy						
D & C						
Ectopic Pregnancy						
Hysterectomy						
Abdominal						
Vaginal						
Marshall-Marchetti						
Marsupialization – Bartholin Cyst						
Ovarian Cystectomy						
Radium Insertion						
Sacral Spinus Fixation						
Salpingoplasty						
Shirodkar Procedure						
Suction Cutterage						
Vaginal Reconstruction						
Vaginectomy						
Vulvectomy						

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PROCEDURE	Scrub	Circ	0	1	2	3
<b>VII. UROLOGIC:</b>						
Circumcision – Adult						
Circumcision – Baby / Child						
Bladder Suspension						
Cystectomy						
Hypospadias Repair						
Implants						
Lithotripsy						
Nephrectomy						
Nephrolithotomy						
Orchiopexy						
Penile Prosthesis						
Prostatectomy						
Perineal						
Suprapubic						
Pyeloplasty						
Radical Node Resection						
Radium Seed Implants						
Scott Incontinence Device						
Spermatocoelectomy						
TURP / TURBP						
Uterolithotomy						
Vasectomy						
Vasotomy						
<b>VIII. ORAL:</b>						
Closed Reduction Facial Fractures						
Excision Odontoma						
Fractured Jaws						
LeFort Osteotomy						
Maxillary Graft						
Pediatric Dentistry						
Sagittal Osteotomy						
Teeth Extraction						
TMJ with Arthroplasty						
TMJ Exploration						
<b>IX. OTORHINOLARYNGOLOGIC:</b>						
Adenoidectomy						
Caldwell-Luc						
Cleft Lip / Palate Repair						
Closed Reduction Nasal Fracture						
Ethymoidectomy						
Excision Salivary Gland Tumor						
Fenestration						
Frontal Flap Sinus						
Glossectomy						
Laryngectomy						
Mandibulectomy						
Mastoidectomy						
Maxillary Advancement/Hip Graft						
Maxillectomy						
Myringoplasty w/PE Tube Insertion						
Nasal Polypectomy						
Open Reduction						
Facial Fractures						
Nasal Fractures						
Parotidectomy						
Pharyngeal Flap						
Radical Neck Dissection						
Ranulectomy						
Rhinoplasty / Septoplasty						

PROCEDURE	Scrub	Circ	0	1	2	3
<b>IX. OTORHINOLARYNGOLOGIC:</b>						
Selective Osteotomy						
Maxilla						
Mandible						
Sinus Endoscopy						
Sinusotomy						
Stapedectomy						
Submucous Resection						
Tonsillectomy						
Tracheostomy						
Tympanoplasty						
<b>X. OPHTHAMOLOGIC:</b>						
Cataract Extraction						
Corneal Transplant						
Dacryocystorhinostomy						
Enucleation						
Iridectomy						
Lid & Muscle Procedures						
Orbital Implant						
Phaco Emulsification						
Pterygium Repair						
Recession Resection						
Repair Orbital Blowout Fracture						
Scleral Buckle						
Vitreectomy						
<b>XI. PLASTIC:</b>						
Abdominal Lipectomy						
Blepharoplasty						
Face Lift						
Facial Reconstructive Surgery						
Free Flaps						
Mammoplasty						
Augmentation						
Reduction						
TRAM Flap						
Mentoplasty						
Otoplasty						
Pedicle Grafts						
Scar Revisions						
Sex Change Reconstructive Surgery						
Split Thickness Skin Grafting						
Tissue Expanders						
<b>XII. TRANSPLANT:</b>						
Bone						
Bone Marrow						
Corneal						
Heart						
Kidney						
Liver						
Lung						
Multi-organ						
Pancreas						
Skin						
Harvesting						
<b>XIII. TRAUMA:</b>						
Burns						
Gunshot / Stab Wounds						
Abdomen						
Chest						
Head						
Multiple Injury Accidents						



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Do you speak any other language(s) besides English? Yes / No If YES, please list other language(s): \_\_\_\_\_  
\_\_\_\_\_

Are you familiar with computer charting? Yes / No If YES, what system(s) have you used: \_\_\_\_\_  
\_\_\_\_\_

Comments:  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that all information I have provided to Mill Med Staffing on this skills checklist is true and accurate. I understand and acknowledge that any misrepresentation or omission may result in disqualification from employment and/or immediate termination.

Nurse Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewer Signature: \_\_\_\_\_ Date: \_\_\_\_\_