



ONSLOW MEMORIAL HOSPITAL
GE CENTRICITY NICU/Nursery RN/LPN END USER
COMPETENCY CHECKLIST

Performance Expectation	Assessment of Learner Outcome	Completed Date	Initials
A. Logging On and Off	Preceptor Confirms Ability to:		
	Click on Security		
	Type in user ID		
	Type in Password		
	Confirms that Name Appears on the Top Line of the CPN System		
	State Preset Log Off Time		
	Describe Importance of Keeping Password Secure and of Logging Off When Finished		
	Logs Off Using the Security Tab		
B. Changing the Password	Preceptor Confirms the Ability to:		
	Verbalizes that When Their Password is Changed in Meditech it will Flow to CPN. Their Will be no Need to Change Their Password in CPN.		
	Verbalizes Password Requirements		
C. Admitting a Patient	Preceptor Confirms Ability to: Will Not Need To Be Completed Unless The Interface Is Down		
	Click on Patient Administration		
	Select a Patient from PreAdmit Hold		
	From PreAdmit Hold Transfer Patient to Appropriate Bed		
	Select Patient by Name		
	Create a Patient Record Using Patient ID (MR# if Available if not Last Name First Initial of Sex and Six Character DOB) and Name (Last Name, Baby Girl/Baby Boy)		
	Describe the Importance of Having the Infant Admitted to the System Before the Hemodynamic Monitor is Applied		
D. Discharging a Patient	Preceptor Confirms Ability to: Will		

	Not Need To Be Completed Unless The Interface Is Down		
	Discharge a Patient Using the Patient Roster		
	Discharge a Patient Using the Chalkboard		
E. Transfer/Retrieve a Patient	Preceptor Confirms Ability to: Will Not Need To Be Completed Unless The Interface Is Down		
	Transfer a Patient Using the Chalkboard		
	Transfer a Patient from the Roster		
	Transfer a Patient to a Hold Bed		
	Transfer a Patient from One Bed to Another in the Unit		
	Transfer a Patient from PreAdmit Hold to a Unit Bed		
	Confirm Transfer		
F. Documentation on Forms	Preceptor Confirms Ability to:		
	Document on NICU and Nursery Admission Forms		
	Document on Daily NICU/Nursery Flowsheets		
	Document on Teaching Form		
	Document on the I&O Form		
	Document on Discharge Record		
	Document on Mom's Record		
	Update Chalkboard		
	Chart using "No Options"		
	Chart using "Correct this Column"		
	Chart using "Move this Column"		
	Change a Previous Entry on an Item		
	Verbalize use of SBAR		
	Updating information in Meditech		
G. Carescape Gateway	Preceptor Confirms Ability to:		
	To Be Added And Competency Verified Prior To Implementation		
H. Printing Chart/Forms	Preceptor Confirms Ability to:		
	Print a Chart for Transfer		
	Verbalize which Charts and Forms are to be Printed when the Outbound		

	Interface is Down		
	Print Charts and Forms		
I. Care Plans	Preceptor Confirms Ability to:		
	Verbalize when a Care Plan Should be Created		
	Initiate Care Plan		
	Update Care Plan		
J. Mother-Baby Link	Preceptor Confirms Ability to:		
	Verbalize What Mother-Baby Link is and its Importance		
	Verbalize When the Link Should be Created and Updated		
	Create a Mother-Baby Link		
	Update a Mother-Baby Link		
	Unlink Linked Records		
	Create a Mother-Baby Link with Multiple Births (Twins, Triplets)		
	Verbalize Why it is Important for Patient Access to be Called Immediately after Birth with the Infants Date and Time of Birth.		
K. Downtime Procedures	Preceptor Confirms Ability to:		
	Verbalize Down Time Procedures		
	Verbalize the Location of Down Time Forms		

I hereby acknowledge this individual has successfully demonstrated the CPN competencies listed above.

Super User Signature _____ Date _____

I hereby acknowledge that I understand and can successfully perform the competencies listed above.

End User Signature _____ Date _____