

ORIENTATION CHECKLIST – MATERNITY CENTER (RN’s/LPN’s)

Competency Checklist for CPN System Documentation

Employee Name _____

Date of Hire _____

Date of Orientation From _____ To _____

Activity/Skill	Identifies self as already proficient*	Date preceptor demonstrated/ instructed orientee	Date orientee performed satisfactorily under observation	Date orientee performed independently
Basic System Skills				
Performs the logon procedure				
Selects a patient from census immediately after logging on				
Performs the logoff procedure				
Changes password				
Selects a different patient				
Creates a new patient record				
Transfers a patient to another bed				
Completes the mother-baby link				
Accesses/uses SBAR form				
Navigates to other views (nursery, PP)				
Prints entire chart after discharge				
Discharges patient				
Uses Home function				
Chalkboards				
Accesses chalkboards and navigates to other chalkboards				
Updates data on chalkboard				
Transfers a patient using the chalkboard				
Selects a different patient using the chalkboard				
Chart Documentation				
Understands to “Pick up your pencil”				
Successfully uses Normal Value charting				
Successfully uses Copy to this Column				
Successfully uses Correct this Column				
Successfully uses Move this Column				
Corrects an error in a chart				
Uses the annotation tab for an item				
Documents in chart using keyboard				
Documents in chart using mouse				
Accesses subcomponents of charts				
Understands why a chart item is gray				
Form Documentation				
Understands difference between a				

normal form and a date/time form				
Accesses audit trail to see who documented something				
Enters a "New" date/time form				
Corrects an error on a form				
Understands why a form item is gray				
Accesses subcomponents of forms				
Surveillance/ Fetal Strip Documentation				
Accesses all active strips				
Accesses all strips in ALERT				
Accesses specific patient live strips				
Accesses patient stored strip				
Acknowledges/silences alarms				
Changes alarm settings				
Turns alarm settings off				
Documents on fetal strip				
Reviews previous annotations on strip				
Completing Documentation				
Completes the NST form				
Co-signs someone else's NST form				
Completes the Rhogam Injection Form				
Completes OB Triage Current Visit form				
Completes OB Triage Discharge form and prints correct copies at discharge				
Completes all admission forms				
Completes Medication Reconciliation				
Completes Admission Assessment chart				
Initiates appropriate Care Plans				
Updates appropriate Care Plans				
Sets up I&O record				
Documents on I&O flowsheet				
Corrects documentation on I&O flowsheet				
Completes Preop Checklist and prints for chart at completion				
Completes all tabs on Delivery Summary				
Completes Recovery Record chart				
Completes Shift Assessment chart				
Completes Postpartum Flowsheet chart				
Completes Teaching chart				
Completes Postpartum Discharge form and prints copies for patient/chart				
Completes/prints fax cover sheet				
Completes Newborn Admission chart				
Complete Maturity Rating chart				
Completes Newborn Flowsheet chart				
Completes Neonatal Abstinence Scoring form				
Completes Newborn Discharge form and prints copies for patient/chart				
Completes Phone Call Record form				

