PCA/PCT – Obtaining Respiratory Rate
Competency Verification Record
University of Virginia Health System

Employee Name: _____ ID #: _____ Date: _____

Note: This Competency Verification Record is **not** a required part of the permanent personnel record. This form is to be used as a guide for competency check off only; the Annual Competency Record is used to document competency. (If competency validation occurs away from the unit, this form can be completed by the validator; the signed form can then be presented to the unit NEC or manager as evidence of competency. The Annual Competency Record is then signed indicating that the competency was validated).

Instructions:
- Evaluator should give the following scenario, but should not intervene or coach during the demonstration, other than to ask the questions in bold. Evaluator must observe and count respirations concurrently to validate correct measurement. Respiratory rate should be within 2 numbers of your count. (e.g. Demonstrator states rate of 16 – your observed rate is 18. With a 30 second count, this is the difference of one respiration and is acceptable.) A 30 second count multiplied by 2 OR a full minute count is acceptable.
- *** = required to pass skill**

   Scenario: Your RN has asked you to check respirations on your patient, Mr. K, who has been receiving narcotics. Please say 'start' when you begin counting, and 'end' when you finish counting.

Demonstrated Skill:	Y	N	Evaluator's Initials/ comments
Cleanses hands and positively identifies patient.			
Explains to patient 'checking vital signs' but does not state exactly what he/she is doing.			
Placed fingers over pulse site or stethoscope over chest. *			
Using watch with second hand, says 'start' and 'end' to evaluator. *			
Reports respiratory rate accurately with a + or – accuracy of 2. *			
Evaluator ask: What would you do if the patient had an uneven respiratory pattern? • *Count for one full minute* • *Report immediately to the RN**			
Evaluator ask: Why is important to actually count respirations rather than estimate them? *(Demonstrator should verbalize at least one of the following reasons)** • *Slight changes can be significant* • *It is hard to accurately estimate* • *A patient's status may change very gradually over time* • *Small warning signs of an impending cardiac or respiratory event can be missed*			
Records the respiratory rate per unit procedure.			

Competency Verified by:

_____Date: _____
Evaluator's Name (printed)   Evaluator's signature