

Competency Verification Record (CVR)

UVA Health

Clubfoot Cast Removal

Employee Name: _____ **Employee ID #:** _____ **Date Due:** _____

Disclaimer: Competency Verification Records (CVR) are temporarily stored in the Department’s competency filing system until completion has been recorded on a permanent competency form (e.g., OCA, ACR). The CVR requires a validator’s signature.

Transfer of CVR to Permanent Record: With this record of a validated competency, the preceptor, Dept. NEC, manager, or their designee locates the matching competency statement on the Annual Competency Record (ACR), Orientation Competency Assessment (OCA) Regional Competency Assessment (RCA), or Department Specific Competency (DSC) form. *(If the statement is not present, it can be written-in.)* The competency statement is then initialed and dated as complete.

Competency Statement:	Demonstrates removal of clubfoot cast(s) utilizing the tub soaking technique.	
Validator(s):	Orthopedic Technician, Registered Nurse deemed competent, Licensed Orthopedic Provider	
Validator Documentation Instructions:	Validator documents method of validation (below) and initials each skill box once completed and places their full name, signature, and completion date at the end of the document.	
Method of Validation: (Place any required methods for this competency in bold)	DO	Direct Observation – Return demonstration or evidence of daily work.
	T	Test: Written or oral assessments, surveys or worksheets, passing grade on a CBL test.
	S	Simulation
	C	Case Study/ Scenarios: Create/share a story of a situation then ask questions that capture the nature of the competency that is being referenced.
	D	Discussion: Identify questions related to a competency and ask orientee to provide an example of their real-life experiences.
	R	Reflection: A debriefing of an actual event or a discussion of a hypothetical situation.
	QI	Quality Improvement Monitoring: Audits or compliance checks on actual work or documentation to ensure the competency is completed.
	N/A	If the specific product or process step is not used in the respective area or by the respective role, then this step is deemed N/A.
Validation Instructions:	With the implementation of the steps outlined below; observe team member to ensure appropriate technique and verbalization of steps in the removal of clubfoot cast(s) using the tub soaking technique.	

Demonstrated Skill Behaviors for Competency (Critical Behaviors in Bold)	Method of Validation	Evaluator’s Initials
<ul style="list-style-type: none"> • Gathers supplies—infant tub, towels, wash cloths, bath soap, blunt tip bandage scissors, trash can 		
<ul style="list-style-type: none"> • Identifies the pull tab on the soft roll cast(s) 		
<ul style="list-style-type: none"> • Removes the soft roll cast from the leg(s). Holds the leg with one hand while using other hand to remove the tape. (May have to pull gently, but firmly, on the tape to remove the cast.) 		
<ul style="list-style-type: none"> • Identifies the plaster tab(s) 		
<ul style="list-style-type: none"> • Prepares tub with warm water (as you would for bathing) 		

CVR Template: Created 11/10/2018; Revised; 11/21/2018; 12/29/2022; 6/8/2023

Name of CVR: Clubfoot Cast Removal

Date CVR Created: 11/10/2023 Date CVR Revised:

Subject Matter Expert(s): Department of Orthopedics

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Demonstrated Skill Behaviors for Competency (Critical Behaviors in Bold)	Method of Validation	Evaluator's Initials
<ul style="list-style-type: none"> • Secures baby in the tub with leg(s) to rest in the water up to the top of the thigh for 15 to 20 minutes <ul style="list-style-type: none"> ○ The cast(s) will become soft during soaking 		
<ul style="list-style-type: none"> • (Gently) uses hands to massage the plaster and compress it to begin the softening process 		
<ul style="list-style-type: none"> • (Gently) peels the cast(s) off once the plaster has softened <ul style="list-style-type: none"> ○ May need to use bandage scissors with a blunt tip to cut the plaster cast if it is thick in areas. 		
<ul style="list-style-type: none"> • Disposes of casting material in the trash can and disposes of dirty water 		
<ul style="list-style-type: none"> • Rinses the tub and refills it with clean bath water and soap 		
<ul style="list-style-type: none"> • Bathes the baby to ensure skin is clean and free of casting material 		

Reference Table/Pictures if applicable:

Competency Verified by:

_____ Date: _____
Validator's Name (printed) *Validator's signature*

References:

Sodhai VM, Patwardhan SA, Shyam AK, Haphiz A, Sancheti P. Ponseti Cast Removal: Video Technique. J Orthop Case Rep. 2020 May-Jun;10(3):50-52. doi: 10.13107/jocr.2020.v10.i03.1744. PMID: 33954135; PMCID: PMC8051574.