Competency Verification Record
University of Virginia Health System
Charge Nurse Role

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

Competency Statement: Demonstrates first line operational skills for the clinical support of area team's patient care activities.

Evaluator: Nurse Manager or designee

Method of validation (circle one):

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.

*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).*

Demonstrated Skill Behaviors for Competency	Method of Validation	Evaluator's Initials
ORGANIZATIONAL CHARGE NURSE BEHAVIORS		
LEADERSHIP		
Demonstrates the ability to provide operational and clinical support for area team utilizing appropriate organizational resources.		
Applies strategies that support patient satisfaction and employee engagement.		
Demonstrates a commitment to a healthy work environment by modeling desired behaviors and encouraging them in others.		
Recognizes patient/family, MESSS, and organizational situations that require escalation through the appropriate help chain.		
Demonstrates the ability to provide constructive feedback in a supportive, non-threatening manner.		
STAFFING		
Demonstrates the use of staffing principals and guidelines in order to allocate and adjust personnel based upon patient and organizational needs.		
Coordinates equitable patient assignments based on caregiver skill and patient needs.		
PATIENT THROUGH-PUT		
Demonstrates strategies that support overall through-put.		
Applies problem-solving and communication skills that support patient through-put to meet organizational needs.		

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AREA SPECIFIC CHARGE NURSE BEHAVIORS		

Critical Elements:

References:

Competency Verified by:

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

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

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

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