

Competency Verification Record

University of Virginia Health System

HoverMatt

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

Competency Statement:

Evaluator:

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 (Critical Behaviors in Bold)	Method of Validation	Evaluator's Initials
State inclusion criteria for trial.		
Demonstrate Proper positioning of patient on HoverMatt SPU (centered with head 2-3 inches from top)		
Demonstrate how to reposition re-center patient on device.		
Demonstrate ability to snap blower into mat, inflate it with various speeds, and turn a patient		
Demonstrate proper wedge placement for sacral floating		
State rationale for appropriate number of layers between bed and patient and how to achieve		
Demonstrate ability to initiate a lateral transfer and discuss importance of POS (Position of Safety)		
Demonstrate ability to receive a patient during a lateral transfer		

Critical Elements:

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References:

Competency Verified by:

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