

**NIH CLINICAL CENTER NURSING & PATIENT CARE SERVICES  
CRN ROLE COMPETENCY VALIDATION**

Name: \_\_\_\_\_ Manager or Designee: \_\_\_\_\_  
 Work Area: \_\_\_\_\_ Primary Preceptor: \_\_\_\_\_  
 Hire Date: \_\_\_\_\_ Competency Date: Met \_\_\_\_\_ Not Met: \_\_\_\_\_

Reason for validation:  Orientation  Re-validation  PI Follow-up  Other \_\_\_\_\_

**Key:** 1 = No knowledge/No experience      3 = Knowledge/Done with assistance      **Circle method used for validation:** D = Demonstration    DR = Documentation Review    V = Verbalization  
 2 = Knowledge/No experience      4 = Knowledge/Done independently      T = Test/Quiz      O = Other (specify)

**Competency: Information Technology – Utilizes information system technologies to enhance patient care.**

Behavioral Indicators	Self Evaluation				Assessment Method	Validator's Signature/Date		Learning Resources	Comments
	1	2	3	4		Met	Not Met*		
1. Demonstrates use of the Clinical Center computer information and documentation systems.	1	2	3	4	D			NPCS and Unit Orientation  <u>NPCS Policy:</u> Administrative Electronic Information: Access, Use, and Security  <u>MAS:</u> Occurrence Reports (M88-3) <a href="http://www2.cc.nih.gov/ors/">http://www2.cc.nih.gov/ors/</a>  Computer Security Awareness <a href="http://irtsectraining.nih.gov/">http://irtsectraining.nih.gov/</a>  NPCS Practice Documents <a href="http://intranet.cc.nih.gov/nursing/practicedocs">http://intranet.cc.nih.gov/nursing/practicedocs</a>  Medical Administrative Policies <a href="http://push.cc.nih.gov/policies">http://push.cc.nih.gov/policies</a>  Assistance with Microsoft Office and Microsoft Outlook <a href="http://office.microsoft.com/home/default.aspx">http://office.microsoft.com/home/default.aspx</a>  Employee Express <a href="http://www3.od.nih.gov/ohrm/ee/niheeinfo.htm">http://www3.od.nih.gov/ohrm/ee/niheeinfo.htm</a>  Computer training <a href="http://training.cit.nih.gov/">http://training.cit.nih.gov/</a>  Experience with preceptor	
2. Demonstrates appropriate use of web based clinical resources.	1	2	3	4	D				
3. Demonstrates appropriate use of email as a communication tool.	1	2	3	4	D, V				
4. Uses secure email when patient information is involved.	1	2	3	4	D, DR				
5. Demonstrates use of the Visual Supply Catalogue.	1	2	3	4	D, V				
6. Uses the Occurrence Reporting System to report events.	1	2	3	4	D, V				
7. Demonstrates use of the Clinical Center telephone and paging systems.	1	2	3	4	D				
8. Identifies resources to trouble shoot when technology is not working.	1	2	3	4	V				
9. Demonstrates ability to use employee personnel systems correctly (ITAS, COLTS, Employee Express).	1	2	3	4	D, DR, V				

**Action Plan for Competency Achievement**

Targeted Areas for Improvement (Behavioral Indicators):


Educational Activities/Resources Provided:


“Hands on” practice planned with preceptor, unit educator, CNS, nurse manager:


Re-evaluation date: \_\_\_\_\_

By: \_\_\_\_\_

- Competency Met
- Competency Not Met

Next Step: \_\_\_\_\_