Proficiency Guide – Specialty Nursing

Employee name: _____ Employee ID: _____

PERFORMANCE CRITERIA	Proficient	Not completed
This checklist is to be completed with a superuser or another allocated facilitator to demonstrate your proficiency is using the EMR. Complete the following activities:		
1. Successfully set up a patient list		
2. Change MPTL time frame to 24hrs		
3. View patient referral on MPTL		
4. Access and review patients chart including: • *Patient Summary* • *Results Review* • *Notes* • *Documentation* Explain what information is found in each section		
5. Add an allergy via Banner Bar		
6. Document appropriate Assessment and Treatment for your specialty		
7. View Care Plans		
8. Complete an ongoing referral		
9. Modify an ongoing referral		
10. Complete initial referral		
11. Add to discharge information • *Patient summary* • *Document advice to patient*		
12. Create a discharge note		
13. Print a discharge note		
14. Discontinue ongoing referral		

Facilitator Name and Designation: _____

Facilitator Signature: _____**Date:** _____/_____/_____