**Employee Name**: Meg Pickel

**Date: 6/23/2022**

**Using this checklist**

This checklist outlines what you should be able to do and explain once you have completed the FNHA *Nurse Daily Log* Training pathway. Once completed, submit form to your Practice Consultant for review and complete final sign off.

## Demonstrate your competency

Please demonstrate your competency by performing the following:

|  |  |
| --- | --- |
| **** | **Tasks** |
| **The learner is able to correctly perform the following tasks:** | |
|  | Completion of FNHA Nurse Daily Log modules |
|  | Completion of Practice Training Activity |
|  | Locate link to Nurse Daily Log on Gathering Space <https://partners.fnha.ca/sites/NS/NSHC/Default.aspx> (see top right corner) |
|  | Able to log into Nurse Daily Log (not Training site); Use FNHA email credentials |
|  | Understand the purpose of the Nurse Daily Log |
|  | Understand the importance of timely and accurate data entry into the Nurse Daily Log (e.g. only enter practice/test information in the TRAINING environment) |
| **All Nurses, please answer the following. I am able to:** | |
|  | Select a monthly log |
|  | Find a client to create an individual client care record |
|  | Add a new client to create an individual client care record |
|  | Add an intervention to the client care record by typing in the intervention name |
|  | Add an intervention to the client care record by using the magnifying glass/search function |
|  | “Save” records to move forward and click on tabs that appear |
|  | “Save and Close” record to move backwards and return to the monthly log page |
|  | Add a Community Health Event record |
|  | Add a Meetings / Admin Duties record |
|  | Add an Overdose and Suicide record |
|  | Add a Visiting Provider record and find an existing provider |
|  | Add a new provider to create a Visiting Provider record |
|  | Add and view monthly objectives, successes, and challenges |
|  | Go back into a daily log to find a client and enter intervention that I missed |
|  | View the Summary tab to see reports |
| **Nursing Station CHNs, please also answer the following. I am able to:** | |
|  | Add a Medevac record |
|  | Add a Batch Lab Review record |
|  | Add a Work Safe intervention record |

\*Send signed and completed competency checklist to Point of Care PC for review and final signoff.

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Meg Pickel RNc

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