The Royal Children's Hospital (RCH) Nursing Competency Workbook is a dynamic document that will provide you with direction and assist you in your professional development as a nurse working at the RCH. The workbook also provides a record of your orientation and competency obtainment.

**Chapter 1**
Includes resources for nurses and is complemented by the Royal Children’s Hospital (RCH) New Starter Pack, Hospital Orientation and Nursing Orientation day, to provide an introduction to nursing at the RCH.

**Chapter 2**
Generic Nursing Competency Assessment Forms

**Chapter 3**
Specialty Nursing Competency Assessment Forms

**Appendix 1**
Unit / Department Nursing Orientation

All chapters and appendices are downloadable as pdfs from the Nursing Education Website.

**The RCH Nursing Competency Workbook** developed by Nursing Education with input from specialist nurses at the RCH.

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**Workbook 6th edition, January 2014**
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Circulating Nurse Role

**Competency Statement:**
The nurse effectively performs as a circulating nurse in the operating theatre

**RCH references related to this competency:** RCH Policies & Procedures: Consent, Manual Handling, Patient Identification, Procedural Safety Checks; RCH Intranet: Division of Surgery - Sterile Equipment 8211 Final Surgical Check

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<thead>
<tr>
<th>COMPETENCY ELEMENTS</th>
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<td><strong>K</strong></td>
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<tr>
<td>1. Discuss the role of the Circulating Nurse</td>
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<td>2. Discuss the hospital policy and procedures and the ACORN Standards of a Circulating Nurse</td>
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<td>3. Describe the surgical procedure</td>
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<td>4. Discuss the Circulating Nurse’s role in verification and tracking of instrumentation and equipment used within the sterile field (TDOC is completed)</td>
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<td><strong>Setting up</strong></td>
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<tr>
<td>5. Discuss the process of reporting and recording of items that do not comply with processing standards</td>
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<td><strong>Intra-Operative</strong></td>
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<tr>
<td>6. Explain the recommended distance away from the sterile field when presenting sterile supplies and instruments to the sterile field</td>
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<td>7. State why no waste and linen bags should be removed from the theatre until the final count is complete and correct</td>
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<td>8. Describe the role of the circulating nurse at the completion of the procedure</td>
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<tr>
<td>1. Prepare equipment, instruments and supplies for surgical case</td>
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<td>2. Confirm that the prepared equipment, instruments and supplies are appropriate and present for the procedure</td>
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<td><strong>Communication</strong></td>
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<td>3. Consult the surgeon preference book to set up for the procedure</td>
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<td>4. Consult the surgeon and/or experienced nurses on equipment and instruments required if unsure</td>
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<td>5. Consult the surgeon and anaesthetist on the order of the list and individual patient needs</td>
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<td>6. Introduce self to the surgical team</td>
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<td>7. Ensure all members of the surgical team are recorded on ORMIS and on the white boards in theatre</td>
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<td>8. Demonstrate correct completion of ORMIS, including Time Out and Consent</td>
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<td><strong>Setting Up</strong></td>
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<tr>
<td>9. Ensure instruments, equipment and supplies are at hand, in good working condition and ready for use</td>
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<tr>
<td>10. Check internal sterility indicators and integrity before opening and before using sterile items. Discard items that do not comply with standards and takes correct measures in the event of contamination</td>
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<tr>
<td>11. Demonstrate how to setup a theatre for a procedure ensuring all surfaces, floor and operating lights are clean and free of dust and fluids</td>
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<tr>
<td>12. Select correct trolley for procedure</td>
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<tr>
<td>13. Demonstrate correct placement of sterile bundles and supplies</td>
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<td>14. Demonstrate correct technique when opening sterile packs, steri-peel and instrument trays</td>
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<tr>
<td>15. Demonstrate correct use of the T-Doc scanner to scan the tracking stickers</td>
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<td><strong>Intra-Operative</strong></td>
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<tr>
<td>16. Demonstrate correct movement around sterile fields</td>
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<tr>
<td>17. Confirm liquid type, strength and date of expiry before pouring into the correct bowls from a discrete distance</td>
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<tr>
<td>18. Demonstrate the Procedural Safety Checks</td>
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<tr>
<td>19. Accurately documents the consent is complete and “Time out” performed on ORMIS</td>
</tr>
<tr>
<td>20. Accurately documents the surgical count on the “Intra Operative Record Sheet, MR17A” ensuring form is complete and accurate</td>
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<tr>
<td>21. Discuss and demonstrate the correct connection of surgical equipment (eg: diathermy, camera, light lead, head lights, air tools, etc)</td>
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<tr>
<td>22. Demonstrate the safe transfer a patient from a trolley to the operating table</td>
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<tr>
<td>23. Accurately documents actions and interventions as they occur</td>
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<tr>
<td>24. Document and perform the correct “Sign Out” procedure</td>
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<td>25. Demonstrate sending for the next patient</td>
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Nurse Declaration on next page
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### Instrument Nurse’s Role

**Competency Statement:**
The nurse safely and effectively performs the role of the Instrument Nurse

**RCH references related to this competency:** RCH Policies & Procedures: Aseptic Techniques, Sharps Handling; RCH Intranet – Division of Surgery – Checking process for surgical implants, Incorrect Surgical Count

### COMPETENCY ELEMENTS

#### Preparation:

1. Locate and read
   - a. The ACORN standards of the role of the Instrument Nurse
   - b. Peri-Operative Attire
   - c. Counting of Accountable items used during surgery
   - d. The Surgical Count Policy

2. Discuss hospital policy and procedures and the ACORN Standards of an Instrument Nurse

3. Describe the surgical procedure

#### Setting up:

4. Describe sterile field

5. Describe the principles for setting up a trolley

#### Intra-Operative:

6. State the location of countable items during the operation

#### Communication:

5. Consult the surgeon preference book to set up for the procedure

6. Contribute in the team meeting prior to the surgical list

7. Introduce yourself to the surgical team and all members of the team are recorded on ORMIS and on the white boards in theatre

#### Setting up:

8. Ensure instruments, equipment and supplies are at hand, in good working condition and are ready for use

9. Check internal sterility indicators before starting to set up trolley and before using sterile items. Discards items that do not comply with standards and takes appropriate measures in the event of contamination

10. Demonstrate draping trolley / trolleys in a manner that ensures integrity of the sterile field

11. Demonstrate maintenance of sterility at all times

12. Ensure fluids and wet supplies are only contained in the correct receptacles

13. Demonstrate correct set up of a trolley

14. Demonstrate containment of all sharps in the appropriate receptacles and handled in a safe manner

#### Prepping and Draping:

15. Demonstrate the correct movement around the sterile field

16. Demonstrate correct process for surgical draping

#### Intra-Operative:

17. Demonstrate efficient and safe delivery of surgical instruments and items to surgeon or assistant

18. Anticipate and select the instrument required

19. Demonstrate correct loading of
   - a. Raytec on a sponge holder, “swab on a holder”
   - b. Peanut swab
   - c.Clip applicator
   - d. Blade and suture

20. Demonstrate maintenance of the sterile field (cleaning instrumentation as required) and ensuring items remain sterile and can be immediately located

21. Initiate the surgical count ensuring preparation for application of dressings are attended to

22. Demonstrate correct sharps and waste disposal

23. Demonstrate correct removal of gown and gloves

24. Demonstrate accurate completion of the Intra-Operative record and data recorded on ORMIS

25. Participate in the safe movement of the unconscious patient onto trolley on the completion of the procedure.

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Peri-Operative Attire

**Competency Statement:**
The nurse wears the correct attire when entering the Peri-Operative area

### COMPETENCY ELEMENTS

| K |  1. Discuss the hospital policy and ACORN standard on Peri-Operative attire  |
|   |  2. Discuss why finger nails are to be kept sort, clean and free of nail polish and artificial nails |
|   |  3. Discuss when a surgical mask is required to be worn |

| S |  4. Demonstrate the wearing of correct Peri-Operative attire |
|   |  5. Demonstrate the correct wearing of protective eye wear and surgical mask |
|   |  6. Demonstrate adherence to hand hygiene principles |

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# Peri-Operative Nursing Principles of Care

**Competency Statement:**
The nurse demonstrates adherence to Peri-Operative nursing principles of care to achieve optimal patient outcomes

**ALERT:**

**RCH references related to this competency:** RCH Policies & Procedures: Blood transfusion, Consent

**Element Exemptions:** Medical Imaging (K5, S10-11)

## COMPETENCY ELEMENTS

| K | 1. Explain the rationale for a quiet environment during patient induction  
2. Explain the significance of providing temperature management devices  
3. Explain the strategies to prevent hypothermia  
4. Discuss potential complications of incorrect positioning  
5. State patient considerations when using a diathermy such as cochlear implant, metal, skin integrity  
6. Explain the observations for blood loss and actions to be taken when loss is excessive.  
7. Discuss blood storage and retrieval processes |
|---|---|
| S | 1. Prioritises identified health needs using a problem solving and critical thinking approach  
2. Demonstrates collaboration with team members to ensure pre-operative care and orders have been completed  
3. Demonstrate maintenance of respect and dignity of the peri-operative patient  
4. Demonstrate verification of correct procedure including correct site / side according to protocols  
5. Demonstrate correct patient identification procedure takes place  
6. Demonstrate correct measures taken to manage a patient with a latex sensitivity  
7. Demonstrate correct positioning of the patient  
8. Demonstrate application of the principles of standard precautions  
9. Demonstrates adherence to the principles of asepsis  
10. Demonstrate correct placement and checking of the diathermy plate and site  
11. Demonstrate correct use of the diathermy machine and equipment including foot pedals |

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Specimen Collection Intra Operatively

**Competency Statement:**
The nurse safely and effectively collects specimen’s Intra Operatively

**RCH references related to this competency:** RCH Policies & Procedures: Specimen Collection

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| **K** 1. Ask type of storage of specimen:  
  a. Fresh  
  b. Frozen  
  c. Formalin  
  2. Discuss the process for delivering:  
  a. Fresh Specimens  
  b. Specimen in formalin |
| **S** 1. Determine whether the tissue is a specimen  
  2. Confirm the type of specimen  
  3. Demonstrate how to receive a specimen from the surgical field, utilising universal precautions and according to RCH policy and procedures  
  4. Demonstrate handing of specimen to the circulating nurse  
  5. Demonstrate receiving of specimen from the instrument nurse or surgeon  
  6. Demonstrate the correct specimen labelling requirements.  
  7. Correctly documents specimens collected in the Operating room specimen register, ORMIS and on the Intra Operative Record Sheet, MR17A |

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### Surgical Count

**Competency Statement:**
The nurse safely and effectively participates in counting of accountable items **ALERT:**

**RCH references related to this competency:** RCH Intranet: Division of Surgery – Incorrect surgical count

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<tr>
<td>1. Discuss the hospital policy and ACORN standard on the surgical count</td>
</tr>
<tr>
<td>2. Describe the correct procedure for initial and subsequent counts</td>
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<tr>
<td>3. Discuss the process for any discrepancy in the count</td>
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<td><strong>S</strong></td>
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<tr>
<td>1. Identify an accountable item</td>
</tr>
<tr>
<td>2. Demonstrate correct counting technique for accountable items</td>
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<tr>
<td>3. Demonstrate correct use of the instrument tray list</td>
</tr>
<tr>
<td>4. Demonstrate correct documentation for additional items added onto the sterile field</td>
</tr>
<tr>
<td>5. Demonstrate the correct documentation of the count on the Intra-Operative Record MR17A</td>
</tr>
<tr>
<td>6. Demonstrate the process for a change over count where the scrub nurse is relieved or where the circulating nurse is permanently relieved</td>
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<tr>
<td>7. Demonstrate a closure count</td>
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Date:
### Surgical Scrub, Gowning and Gloving

**Competency Statement:**
The nurse effectively completes a surgical scrub and dons the correct surgical gown and gloves

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<tr>
<td><strong>K</strong></td>
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<tr>
<td>1. Discuss;</td>
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<tr>
<td>a. The rationale for the surgical scrub</td>
</tr>
<tr>
<td>b. The expected outcomes of the surgical scrub</td>
</tr>
<tr>
<td>c. The procedure for surgical scrub as per ACORN standards</td>
</tr>
<tr>
<td>2. Discuss the reason and demonstrate how to turn the surgical gown with the circulating nurse</td>
</tr>
<tr>
<td>3. Discuss the reason and demonstrate how to turn the surgical gown with a member of the scrub team</td>
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<tr>
<td><strong>S</strong></td>
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<tr>
<td>1. Demonstrate the correct preparation prior to the surgical scrub</td>
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<tr>
<td>2. Select approved antiseptic scrub solution</td>
</tr>
<tr>
<td>3. Perform a surgical scrub procedure according to the ACORN standards and guidelines</td>
</tr>
<tr>
<td>a. First scrub of the day</td>
</tr>
<tr>
<td>b. Subsequent scrubs</td>
</tr>
<tr>
<td>4. Assess gown pack</td>
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<tr>
<td>5. Demonstrate drying hands and arms</td>
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<td>6. Demonstrate donning a surgical gown</td>
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<tr>
<td>7. Demonstrate the principles of standard precautions</td>
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<td>8. Demonstrate donning of sterile gloves by using closed gloving technique</td>
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<td>9. State which areas of the gown are considered sterile</td>
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## Competency Feedback & Reflection

This section is used to document constructive feedback relating to specific elements of any competency from assessors, and also provides space to document reflection on your own practice (either in direct relation to the feedback, or separately).

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