

Skills Checklist

As part of the application process, we request that you complete a skills checklist based on your area of expertise. We have provided a list of these specialties below; please complete the checklist that matches your specialty. For multiple specialties, complete all checklists that apply.

Allied Specialty/Profession	Checklist
Anesthesiologist	Clinical
Cytology Technologist	CytoTech
Histology Technologist	HistoTech
Medical Technologist Medical Lab Technician	MedTech
Respiratory Therapist	Respiratory
Surgical Technician First Assist Surgical Technician CVOR Surgical Technician	Operating Room
Sterile Processing Tech	Reprocessing
X-Ray Tech MRI Tech Ultrasound Tech CT Tech Vascular Tech Special Procedures Tech Nuclear Med Tech Mammographer X-Ray Tech Cath Lab Radiation Therapist Echo Tech	Radiology

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MEDICAL TECHNOLOGY SKILLS (cont.)

Bleeding Time				
Duke				
PT & PTT				
Fibrinogen				
Factor Assays				
Thrombin				
Fibrin Split Products/PAI				
Platelet Aggregation				
Partial Thromboplastin Time				
Body Fluids				
Special Stains (PAS, Peroxidase, Alkaline Phosphatase)				
Instrumentation:				

Serology/Immunology	1	2	3	4
Quality Control Requirements				
Knowledge of Reference Ranges				
Specific Values				
FTA-ABS				
Immunofluorescence				
Nephelometry				
Flow Cytometry				
Technology				
Electrolyte				
Rheumatology				
Microscopy				
Pregnancy Testing				
Radial Immuno Diffusion				
Agglutination				
Abella				
Serology				
Stain Cell Studies				
Instrumentation				
Used:				

OPERATING ROOM SKILLS

NEURO	1	2	3	4
Craniotomy				
Cervical Laminectomy				
Microsurgery				
Acoustic Neuroma				
Craniotomy (Sub-Dural)				
VASCULAR	1	2	3	4
Aorto-Iliac/Femoral Bypass				
Arterial Bypass				
Femoral-Popliteal Bypass				
Carotid Endarterectomy				
Aneurysm				
Embolectomy				
Bypasses				
GENERAL SURGERY	1	2	3	4
Radical Neck Dissection				
Abdominal-Perineal Resection				

OPERATING ROOM SKILLS (cont.)

Cholecystectomy				
Minor Case Set-Up				
Breast Biopsies, Laparoscopic Procedures				
Colostomy				
Burn Cases				
Thyroidectomy				
Colon Resection				
Staging				
CRANIOTOMY	1	2	3	4
TMJ Excision				
Excision Procedure with Graft				
Arthroscopy				
THORACIC & OPEN HEART	1	2	3	4
CABG				
Internal Pacemaker Insertion				
Open Heart Aortic Septal Defect				
Ventricular Septal Defect				
Aortic Aortic Replacement				
Bring Back Ventricular Assist Device				
Heart Pump				
Type I Aortic Dissection				
Mediastinoscopy				
Yale Pouderage (Pneumothorax)				
AICD/ICD				
OPHTHALMOLOGY	1	2	3	4
Phaco Emulsification				
ECLIPSE				
Retina				
Lid and Muscle Procedures				
UROLOGY	1	2	3	4
Nephrostomy				
Nephrectomy				
Pyelolithotomy				
Radical Node Dissection				
Suprapubic Catheter Placement				
Stent				
PEDIATRIC	1	2	3	4
Pediatric Pediatric Inguinal Hernia				
Stenosis				
Bone Marrow Biopsy				
Cardiac				
ORTHOPEDICS	1	2	3	4
Total Knee Replacement				
Arthroscopy				
Harrington Rod Resection W/ Compression				
Fracture Table Laminectomy				
IM Roddings				

OPERATING ROOM SKILLS (cont.)

GYNECOLOGY	1	2	3	4
Abdominal Hysterectomy				
Vaginal Hysterectomy				
Uterus				
Yuboplasty				
Z-Sections				
DTC Cone BX				
ENT	1	2	3	4
Tonsillectomy				
Ear Cases				
Tympaanoplasty				
Mastoidectomy				
Stapedectomy				
Endoscopy				
Vocal Cord				
Stapes				
TRANSPLANT	1	2	3	4
Cadaver Recovery				
Transplant Recipient Team				
Liver				
Kidney				
Pancreas				
Lung				
PLASTIC	1	2	3	4
Mammoplasty				
Rhinoplasty				
Left Lip & Palate Repair				
Skin Grafts				
Otoplasty				
Debridement				
TRAUMA	1	2	3	4
Stab Wound				
Wound				
Abdominal				
Motor Vehicle Accident				
Trauma				

RADIOLOGY SKILLS

Certifications	1	2	3	4
ARDMS:				
Other:				
CPR Exp. Date:				
General Diagnostic	1	2	3	4
Abdominal				
Bilateral Mammogram				
Excretory Specimen Radiography				
Small Bowel Series				
Hypotonic Barium Enema				
Fluoroscopic				
Voiding Cystogram				
Cholangiogram				
Fluoroscopy				
Lumbar Spine				
Skull				
Chest				
I.V.P.				
Bone Survey				

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RADIOLOGY SKILLS (cont.)

Bone Age				
Hip				
Barium Enema				
Barium Swallow				
Gall Bladder				
Esophogram				
GI Series				
ER Exams				
OR Exams				
Myelogram				
Mastoids				
Tomogram				
Lung Biopsy				
ERCP				
Portable Exams				
Pediatric Exams				
Salpingogram				
Sialography				
Cervical Spine				
Bronchogram				
CT	1	2	3	4
Brian With				
Brian Without				
Spinal Procedures				
Lumbar Spine				
Cervical Spine				
TM Joints				
Pancreas				
Abdomine				
Pelvis				
IAC				
Orbits				
Liver				
Larynx				
Chest				
Renal Cyst Puncture				
MRI	1	2	3	4
T-1 weighted				
T-2 coils				
Partial saturation				
T-2 weighted				
Gradient echo				
Multiphase				
Spinal Cord Images				
MR				
Angiography				
equipment:				
GE 1.0				
GE 1.5				
Siemens .5				
Siemens 1.0				
Siemens 1.5				
Picker .5				
Picker 1.0				
Picker 1.5				
Phillips .5				
Phillips 1.0				
Phillips 1.5				
Hitachi .5				
Hitachi 1.0				
Hitachi 1.5				
Toshiba .5				
Toshiba 1.0				
Toshiba 1.5				
Other:				
Special Procedures	1	2	3	4
Selective				
Angiography				
Arteriogram				

RADIOLOGY SKILLS (cont.)

Brachial				
Arteriogram				
Ateriogram				
Ateriogram				
Abdominal				
Mesenteric				
Arteriogram				
Respiratory Lab	1	2	3	4
Pulmonary				
Arteriogram				
Balloon pumps				
External Pacemakers				
Internal				
Coaxial				
Nuclear Medicine	1	2	3	4
Cerebral				
Cardiac Study				
Radionuclide				
Arteriogram				
Veinography				
Thallium Stress Test				
SPECT Scanning				
I-123 Uptake				
Thyroid				
Brain Scan				
Gallium Scan				
Liver Scan				
Lung Scan				
Muga Scan				
Renal Scan				
Spleen Scan				
Thyroid Scan				
Radiation Therapy	1	2	3	4
Linear				
Accelerator W/				
Electron Radiation				
Ortho Voltage Radiation				
Simulation of Treatment				
Treatment				
Chemical Therapy				
Hyperthermia				
Strontium 90				
Dosimetry				
Ultrasound	1	2	3	4
Abdominal				
Pancreas				
Liver				
Gallbladder				
Biliary Tract				
Renals				
Aorta/great				
Veins				
UGI and Small				
Bowel Aspirations				
Biopsy Guidance				
Pelvic				
OB/GYN				
Uterus/ovaries				
Transvaginal				
Pelvic Measurements for				
Rect Sac				
Measurements				
Vascular				
Carotids				
Venous for DVT				
Venous				
Map pressures &				
Imaging				

RADIOLOGY SKILLS (cont.)

Color Flow				
Popiteal				
Small Parts				
Thyroid				
Breasts				
Prostate				
Transrectal				
Proctum				
Specials				
Neonatal				
Eye				
Trans-Esophageal				
Transcranial				
ECG/angiography				
Real Time				
Doppler				
M-Mode				
Color Flow				

REPROCESSING TECH SKILLS

Equipment	1	2	3	4
Central Supply Equipment				
Operates all processing machinery: ultra				
sound machine, Hydrogen				
peroxide				
cleaning washer/				
cleaning instrument sterilizer,				
heat				
beaters and cart washer				
Check sterilizers, document				
pressures, and time cycles				
Performs daily maintenance on cleaning				
and sterilizing equipment used in the				
Repairs equipment malfunction and				
damages appropriate personnel				
Tests equipment for proper				
functioning to procedure				
Patient Equipment				
Knowledge of all patient				
equipment				
After equipment has been used,				
cleaning to procedure and				
removable items				
After equipment has been used,				
checks safe and proper functioning (e.g.,				
worn or broken parts, frayed cord,				
connections, replacing				
and other parts as needed)				
Knows procedure for repair of non-				
functioning and reporting				
malfunctioning to the appropriate				
Specialized Equipment				
Knowledge of all specialized equipment				
able to assemble, reassemble and process				
all specialized equipment according				
to procedures, (i.e., all scopes				
and anode power				
and				
equipment				
according to procedure, recording				
reads in proper book				
Processes all power equipment and				
scopes according to procedures in the Steam				
and Hydrogen Peroxide				
Knows procedure for repair of non-				
functioning and reporting				
malfunctioning				
personnel				

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REPROCESSING TECH SKILLS (cont.)

	1	2	3	4
Processing				
Decontamination				
Receives, washes, packages and sterilizes all instruments and trays				
Check sterilizers, document temperature and time cycles				
Performs daily maintenance on cleaning/sterilizing equipment used in the department				
Assembly				
Checks condition of instruments (e.g., proper alignment and sharp, bent and broken)				
Assembles and checks trays for completeness using tray	1	2	3	4
Packaging				
Wraps instruments and trays according to procedure				
Packages single instruments using heat-sealing unit				
Inspects wraps for holes, tears, contamination before and after sterilization				
Maintains record for all autoclaved loads in proper log book				
Sets up and unloads carts for sterilization to procedure				
Process				
Autoclaves all loads according to procedure				
Processes contaminated instruments and equipment				
Ensures items are re-sterilized and re-circulated as needed				
Fills daily requests for case carts, instrument tray, delivery				
Ensures that aseptic techniques are used in handling all sterile supplies and other disposable or reusable				
Replaces shortage of equipment supplies from trays				
Appropriate personnel				
Checks inventory and replenishes supplies on crash carts				
Maintains and rotates disaster cart				
Sterility Assurance Records	1	2	3	4
Assigns sterilization data and load #s to all contents of loads that day				
Maintains a record of all loads run in both steam and Hydrogen Peroxide				
Maintains record of all items decontaminated according to indicators				
Uses chemical and biological monitors to ensure sterilization effectiveness and uses appropriate sterilization				
Maintains accurate blood culture, sterility sterilization record				
Loads				
Rotates instrument and instrument shelves				
Maintained records of instruments issued and returned by nursing				
Records all loads run in the proper log book recording all necessary information				
Ensures that reprocessing area and all storage areas are sanitary and organized				

REPROCESSING TECH SKILLS (cont.)

	1	2	3	4
Obtaining				
Prepare requisitions				
Verifies supplies received from stores against order requisition				
Receives linens & maintains the daily inventory. Inspects, folds & shelves according to size & type				
Records loss of equipment and applies discrepancies between order placed and received				
Assembly				
Stores all supplies in their appropriate areas and processes a variety of linens according to procedures				
Assembles and wraps stock supplies when permits, according to procedures				
Autoclaves all supplies and utilities according to procedure				
Participates in periodic inventories of supplies in ancillary departments and nursing units when their supplies are stored				
Participates in supply and equipment inspections and helps educate staff in use of new and existing procedures	1	2	3	4
Distribution				
Equipment				
Dispenses instruments to all nursing units upon receipt of a reprocessing requisition				
Delivers instruments to nursing units if they are unable to obtain by notifying SPCAs				
Records in proper book where and when instrument trays were handled				
Has all patients sign for equipment taken to office and puts slip in box				
Verifies all items taken to office and notifies appropriate personnel				
Responds immediately to STAT requests for equipment, instruments, and/or supplies				
Maintains supplies in CVL, ER, OB units by making rounds twice a day				
Returns to appropriate units all items in Reprocessing that belong to that unit when rounds are returned from nursing units the instrument trays when making rounds				
Therapy	1	2	3	4
Floor				
Critical Care				
Ventilators				
:				
:				
:				
:				
Cardiovascular				
Cardio/Respiratory Arrest				
Arterial				
Monitoring Artery				
Monitor				
EKG's				
Holter EKG				
Stress Testing				
Cardiac Output				
Monitor				

RESPIRATORY SKILLS (cont.)

	1	2	3	4
Pediatric				
Resuscitation				
Intubation				
Extubation				
Ventilators				
:				
:				
:				
:				
Neonatal	1			
Resuscitation				
Intubation				
Extubation				
Assist High Risk Delivery Treatment				
Ventilators				
:				
:				
:				
Other Skills	1	2	3	4
Ambulance Transport				
Portable Respiator				
Equipment				
:				
:				
:				
Pulmonary Function				
Arterial Blood Gas				
Capnography				
Analysis				
Insertion of A-Lines				
Adult				
Intubation				
Certification/Credentials				
BCLS Exp. _____ Date: _____				
ACLS Exp. _____ Date: _____				
PALS Exp. _____ Date: _____				
NALS Exp. _____ Date: _____				
CPFT Exp. _____ Date: _____				
RPFT Exp. _____ Date: _____				
EMT Exp. _____ Date: _____				
Certified EKG				
Arterial Blood Gas				
Technician Eligible				
CRIT #:				
Registry Eligible				
RRT #:				
Licensure				
State _____ # _____ Exp. Date: _____				
State _____ # _____ Exp. Date: _____				
State _____ # _____ Exp. Date: _____				
Setting				
Hospital _____ Home Health _____				
Mobile _____ Unit Clinic _____				
Research _____ Other _____				