

Self Assessment for IEN.

Check off the documentation skills you are familiar with and have utilized in your nursing practice. Help to IEN to identify their level of knowledge, skill set.

	Familiar with	Need Reviewing	Unfamiliar
Oral and Written Nursing Documentation:			
Transcribing doctor's Orders (written):			
Phone orders (PO)			
Verbal orders (VO).			
Shift reports (i.e., beginning/end of shift nursing reports).			
Tape recorder			
Verbal one to one			
Computer			
Client Health Teaching (i.e., pre-operative teaching, post-operative teaching, and discharge planning).			
Written Nursing Documentation:			
Nursing care plans (i.e. including assessment, planning, intervention and ongoing evaluation of clients).			
Charting (i.e., recorded in progress notes):			
Focus charting (i.e., client focus is identified then charted under the following headings; data, action, and response)			
Problem oriented charting (POR) - SOAP/SOAPIER charting (i.e. problem oriented approach involving data collection under the following headings; subjective, objective, assessment, plan, intervention, evaluation, revision)			

	Familiar with	Need Reviewing	Unfamiliar
Specific charting forms/checklists:			
Kardexes			
Flow Sheets/checklists (i.e., activities of daily living, vital signs, and intake and output)			
Medication records			
Medication reconciliation			
Completion of Incident Reports			
Use of Technology (Oral and Written Nursing Documentation)			
Electronic Documentation (i.e., client record stored electronically) (EHR)			
Fax Transmissions (FAX)			
Electronic Mail (e-mail)			
Telenursing (i.e., nurses providing telephone advice)			

IEN Signature: _____ Date: _____

Nurse Educator / Manager/ Supervisor; Signature: _____ Date: _____

Please ensure IEN and Educator/Manager/Supervisor has a copy of this documentation for both your records.

Adapted from Canadian Association of Schools of Nursing and Kwantlen University College.(2008)

IEN Module – Assessing Learner Needs