

## Registered Nurse

### *Knowledge, Skill, Ability, and Personal Characteristic Statements Rating Results*

1	Knowledge of methods, recent developments, and professional standards in nursing to manage conditions and practice preventive nursing care.
2	Knowledge of the nursing process, including assessing, diagnosing, planning, implementing, and evaluating.
3	Knowledge of professional nursing principles and techniques used in the assessment, care, and treatment of patients/clients.
4	Knowledge of nutrition terminologies used in the assessment, care, and treatment of patients/clients to facilitate good health.
5	Knowledge of licensed health facility organization and procedures to ensure compliance with laws, rules, regulations, policies, and procedures.
6	Knowledge of mental disorders and developmental disabilities to understand patient's/client's condition.
7	Knowledge of communicable and infectious diseases to assist in preventing the spread of diseases.
8	Knowledge of medical and nursing terminologies used in the assessment, care, and treatment of patients/clients to facilitate assessment and treatments.
9	Knowledge of facility equipment and routines used in the assessment, care, and treatment of patients/clients to provide optimal care.
10	Knowledge of proper administration or delivery of medications used in the care and treatment of patients/clients to ensure safety.
11	Knowledge of accepted standards of care and practice to ensure adherence to statutes.
12	Knowledge of medicines and narcotics used in the care and treatment of patients/clients to ensure patient/client safety.
13	Knowledge of standard medical recordkeeping such as detailed medical information, patient's/client's vital signs, symptoms, and diagnostic tests to ensure accuracy of client files.
14	Knowledge of nursing methods and procedures to improve work unit efficiency.
15	Knowledge of basic laboratory testing procedures to ensure proper handling of specimens and other collected materials.
16	Ability to adhere to the facility's standards, procedures, and policies.
17	Ability to write treatment and care plans.

18	Ability to assess patients/clients to identify normal and abnormal physical findings.
19	Ability to review laboratory values and other diagnostic test results to determine their significance and guide subsequent nursing plans of the patient/client.
20	Ability to apply nursing principles and techniques in the assessment and treatment of patients/clients to ensure optimal care.
21	Ability to evaluate and record symptoms and behavior to assist in the nursing care process.
22	Knowledge of organizational structure and the mission of the facility.
23	Knowledge of team building techniques to motivate and maximize staff productivity.
24	Ability to lead and motivate patients/clients to maximize their capabilities and participate in their treatment.
25	Knowledge of leadership techniques to encourage staff to enhance patient care.
26	Knowledge of principles and techniques used to reinforce and reward positive performance to recognize and promote acceptable practice.
27	Ability to assist or instruct staff in the principles and practices of general patient care to develop and maintain their level of knowledge and skills.
28	Ability to plan, organize, and direct the work of others to promote standard patient/client care.
29	Ability to facilitate meetings and discussions in a manner that ensures the attendees are encouraged to actively participate and remain focused on the intended topic.
30	Ability to serve as a team leader to direct team members to achieve desired goals.
31	Ability to complete work within acceptable timelines to meet project objectives.
32	Ability to work independently on projects or assignments without close supervision or detailed instructions to maximize workplace productivity.
33	Ability to be objective and flexible in adapting to changes in priorities, work assignments, and other interactions that may impact pre-established courses of action for completing projects and assignments.
34	Ability to prioritize assignments and projects to ensure completion within established timeframes and by expected deadlines.
35	Ability to identify information, materials, and resources needed to complete a project or assignment.

36	Ability to establish and maintain effective working relationships with others to create a productive staff environment.
37	Ability to establish and maintain the confidence and cooperation of patients/clients and others in order to facilitate the delivery of care.
38	Ability to listen to others to facilitate an open exchange of ideas and provide for effective communication.
39	Ability to motivate others to complete work tasks.
40	Ability to make presentations to an individual or a group to communicate information and educate others.
41	Ability to maintain confidentiality to ensure compliance with the applicable laws related to patient/client privacy.
42	Ability to be empathetic and caring in order to effectively show compassion and understanding for the patient/client and their condition.
43	Ability to admit patients/clients to the facility in a professional and tactful manner while following the established process (i.e., review reports, physical assessment, initial care plan, orientation, etc.) on an ongoing basis.
44	Ability to advocate for patients'/clients' individual rights.
45	Knowledge of patient's/client's individual rights within regulatory guidelines.
46	Knowledge of interviewing techniques used in the assessment, care, and treatment of patients/clients to ensure appropriate information is gathered.
47	Ability to communicate with diplomacy and tact, especially concerning difficult and sensitive issues when dealing with the needs, problems and/or concerns of patients/clients to foster productive relationships.
48	Ability to follow clear and accurate instructions.
49	Ability to effectively communicate to patients/clients, staff, and others regarding the delivery of nursing care.
50	Ability to use proper grammar, punctuation, and spelling in the preparation of written reports, records, and other documents to ensure information is clearly presented and understood by others.
51	Ability to provide clear and accurate verbal instructions and directions to individuals with various levels of technical expertise.
52	Ability to communicate effectively in writing in a professional manner.
53	Ability to read and comprehend written materials (e.g. references, summaries, memos, letters) in order to apply information and determine appropriate courses of action.
54	Ability to prepare clear and concise written documents to audiences with varying levels of understanding.

55	Ability to read and interpret charts and/or graphs to assist with the nursing process.
56	Ability to prepare reports and maintain records to ensure efficiency and accuracy of patient/client care.
57	Skill to handwrite legibly so that another person can read and understand what is written.
58	Knowledge of basic mathematical operations (e.g., addition, subtraction, multiplication, division, percentages, order of operations).
59	Ability to perform basic mathematical computations (e.g., addition, subtraction, multiplication, division, ratios, percentages) to calculate medication doses and other duties as needed.
60	Ability to determine the accuracy of various mathematical calculations (e.g., addition, subtraction, multiplication, division, ratios, percentages).
61	Knowledge of mathematical conversions (e.g., milligrams to grams) for accurate medication dosage computations.
62	Ability to appropriately respond to emergency situations to ensure safety and that prompt and appropriate care is administered.
63	Ability to identify innovative solutions and strategies for work tasks to contribute to facility productivity.
64	Ability to analyze and evaluate situations accurately and thoroughly to determine and implement effective, appropriate courses of action.
65	Ability to use logic and reasoning to identify the strengths and weaknesses of alternative approaches or solutions to allow for an effective resolution of the problem.
66	Knowledge of the internet, email, and other basic personal computer functions to conduct work related activities.
67	Ability to use proper body mechanics while lifting to assist in nursing care.
68	Ability to perform a variety of physical activities (e.g., pushing, pulling, bending, squatting, grabbing, carrying, walking, standing) to assist in the delivery of nursing care.
69	Ability to work effectively on uneven surfaces while assisting in nursing care.
70	Ability to operate facility equipment effectively in order to complete various work tasks.
71	Ability to operate office equipment (e.g., computer, fax, copier, etc.) to complete various work tasks.
72	Ability to utilize personal computer systems and software applications to complete various work tasks.
73	Knowledge of human anatomy and physiology used in the assessment, care and treatment of patients/clients.

74	Willingness to work at various sites within the facility as needed to meet staffing requirements.
75	Willingness to work extended hours and/or varying shifts as requested in order to maintain adequate coverage during hours of operation.