

# Sample checklist for nurse orientation and annual competency training

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Organization name:

Employee ID #:

Date of hire:

Date of transfer to unit:

Item	Satisfactory performance (Yes/No)	Date	Comments	Validation initials as appropriate
<b>Background check completed</b>				
<b>Identification of newborns</b>				
Review policy				
Attach identification bracelets prior to removal from birth room				
Take footprints prior to removal from birth room				
Take photograph/digital image of infant within two hours of birth				
Store cord blood until discharge				
Document physical assessment of newborn				
Verify mom/baby bands upon every separation and reconnection				
Confirm use of policy for lost identification bracelets				

<b>ID badge</b>				
Picture of employee visible				
Design, specific and unique, used for permitting infant transfer				
Badge worn above waist at eye level				
Picture of employee current				
Process followed for lost badge				
Pin, stickers or other items are not obscuring facial recognition				
<b>Transport of infants</b>				
Via bassinet only				
Via personnel with approved identification badges for transport only				
<b>Door security</b>				
Understand access/ egress information				
<b>Tagging system</b>				
Review policy				
Review maintenance procedures				
<b>Discharge of newborn</b>				
Ensure tag never removed until point of discharge				
<b><i>Safeguard Their Tomorrows DVD</i></b>				
Review DVD				
Review typical infant abduction profile				

<b>Prevention of infant abduction plan</b>				
Review policy				
<b>Code Pink drills</b>				
Require participation				
Review policy				
<b>Critical incident plan</b>				
Review policy				

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