

**Valley Grande Institute Vocational Nursing Program**  
**ADVANCED Nursing Skills Lab Standard Steps for all Nursing Procedures Rubric**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Standard Steps for all Nursing Procedures {bolded areas – essential steps}	Advanced 4 points	Proficient 3 points	Basic 2 points	Unsatisfactory 1 point
<b>At the Beginning of the Procedure:</b>				
<u>Step A: Check the order and wash your hands.</u> <b>___ Verify the procedure is to be done for the patient. Verify physician orders.</b> ~ STATEMENT <b>___ Perform hand hygiene with Antiseptic Hand Rub.</b> ~ ACTION	<b>ADVANCED</b> Performs all steps required. {essential and non-essential}	<b>PROFICIENT</b> Performs all essential steps <u>only</u> . Did not perform any non-essential steps	<b>BASIC</b> Performs at least 1 of the essential steps but not all, including some non-essential steps.	<b>UNSATISFACTORY</b> Does not perform any of the essential steps required. Does perform 1 or more of non-essential steps.
<u>Step B: Identify and prepare the patient.</u> ___ Greet the patient and identify yourself using your title. ~ ACTION ___ <b>Identify patient using two patient identifiers and the patients I.D. band.</b> ~ ACTION ___ <b>Explain procedure to the patient using terms the patient can understand.</b> ~ ACTION ___ Elicit questions and answer them clearly. ~ ACTION ___ Provide teaching related to the procedure to be done. ~ ACTION	<b>ADVANCED</b> Performs all steps required. {essential and non-essential}	<b>PROFICIENT</b> Performs all essential steps <u>only</u> . Did not perform any non-essential steps	<b>BASIC</b> Performs at least 1 of the essential steps but not all, including some non-essential steps.	<b>UNSATISFACTORY</b> Does not perform any of the essential steps required. Does perform 1 or more of non-essential steps..
<u>Step C: Provide privacy and institute safety precautions; arrange the supplies and equipment.</u> ___ <b>Close the door, pull privacy curtain, drape the patient.</b> ~ ACTION ___ Disinfects surface. ~ STATEMENT ___ <b>Performs hand hygiene</b> ~ ACTION ___ Set up the equipment and supplies in an orderly, methodical fashion. ~ ACTION ___ <b>Side rail safety</b> ~ ACTION ___ <b>Lock bed &amp;/or wheel chair locks.</b> ~ ACTION ___ Raise the bed to an appropriate working height. ~ ACTION	<b>ADVANCED</b> Performs all steps required. {essential and non-essential}	<b>PROFICIENT</b> Performs all essential steps <u>only</u> . Did not perform any non-essential steps	<b>BASIC</b> Performs at least 1 of the essential steps but not all, including some non-essential steps.	<b>UNSATISFACTORY</b> Does not perform any of the essential steps required. Does perform 1 or more of non-essential steps.

<b><u>During the Procedure:</u></b>				
<b><i>Step D: Use Standard Precautions and aseptic technique as appropriate.</i></b> <b>___ Protects self from blood and body fluids by wearing gloves.</b> <b>___ Wears appropriate protective equipment if danger of splashing blood or body fluids is present. (gown, goggles, mask)</b> <b>___ Takes precautions with sharp instruments and needles to prevent injury to self &amp;/or others.</b> <b>___ Is able to dispose of sharps/needles properly into sharps container.</b> ~ ALL THE ABOVE ARE ACTIONS <b>___ Replaces sharps container when 2/3 full.</b> ~ STATEMENT	<b>ADVANCED</b> Performs all steps required. {essential and non-essential}	<b>PROFICIENT</b> Performs all essential steps <u>only</u> . Did not perform any non-essential steps	<b>BASIC</b> Performs at least 1 of the essential steps but not all, including some non-essential steps.	<b>UNSATISFACTORY</b> Does not perform any of the essential steps required. Does perform 1 or more of non-essential steps.
<b><u>At the End of the Procedure:</u></b>				
<b><i>Step X: Remove gloves and other protective equipment.</i></b> <b>___ Removes gloves without contaminating self (pinches off the 1<sup>st</sup> glove without contaminating self, holds removed glove in the palm of the remaining gloved hand and then scoops off the second glove without contaminating self).</b> <b>___ Removes remainder of PPE without contaminating self.</b> ~ THE ABOVE ARE ACTIONS <b>___ Performs hand hygiene.</b> ~STATEMENT	<b>ADVANCED</b> Performs all steps required. {essential and non-essential}	<b>PROFICIENT</b> Performs all essential steps <u>only</u> . Did not perform any non-essential steps	<b>BASIC</b> Performs at least 1 of the essential steps but not all, including some non-essential steps.	<b>UNSATISFACTORY</b> Does not perform any of the essential steps required. Does perform 1 or more of non-essential steps.
<b><i>Step Y: Restore the unit. Collect the used equipment; dispose of, clean, or store items in the proper places.</i></b> <b>___ Provide comfort to the patient.</b> ~ ACTION <b>___ Place call light</b> and personal items within reach. ~ ACTION <b>___ Lower the bed for patient safety.</b> ~ ACTION <b>___ Removes/Disposes of used equipment.</b> ~ ACTION <b>___ Soiled linens are placed into plastic bag.</b> ~ ACTION <b>___ Reusable equipment is cleaned before returning to storage unit.</b> ~ STATEMENT <b>___ Removes unsightly, odorous, potentially infectious Trash from the room.</b> ~ACTION OR STATEMENT <b>___ Ask about patient's unmet needs.</b> ~ ACTION <b>___ Performs hand hygiene before leaving the room.</b> ~ACTION	<b>ADVANCED</b> Performs all steps required. {essential and non-essential}	<b>PROFICIENT</b> Performs all essential steps <u>only</u> . Did not perform any non-essential steps	<b>BASIC</b> Performs at least 1 of the essential steps but not all, including some non-essential steps.	<b>UNSATISFACTORY</b> Does not perform any of the essential steps required. Does perform 1 or more of non-essential steps.

<u>Step Z: Record and report the procedure.</u> ____ Document assessment findings and details of the procedure performed, or care given. ____ Include any problems encountered and patient's response to the care or treatment. ____ The recording will be dated and timed with a legible signature and title.  ~ THE ABOVE ARE ACTIONS ____ <b>Reports any abnormalities to the charge nurse or physician.</b>	<b>ADVANCED</b> Performs all steps required. {essential and non-essential}	<b>PROFICIENT</b> Performs all essential steps <u>only</u> . Did not perform any non-essential steps	<b>BASIC</b> Performs at least 1 of the essential steps but not all, including some non-essential steps.	<b>UNSATISFACTORY</b> Does not perform any of the essential steps required. Does perform 1 or more of non-essential steps.
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If the student does not perform any of the Standard Steps for all Nursing Procedures the student will be given a 0% for that section or for this portion of the test

Grading Scale based off the points earned :

28 points = 100%	22 points = 88%	16 points = 76%	10 points = 64%	04 points = 52%
27 points = 98%	21 points = 86%	15 points = 74%	09 points = 62%	03 points = 50%
26 points = 96%	20 points = 84%	14 points = 72%	08 points = 60%	02 points = 48%
25 points = 94%	19 points = 82%	13 points = 70%	07 points = 58%	00 points = 0%
24 points = 92%	18 points = 80%	12 points = 68%	06 points = 56%	xxxxxxxxxxx
23 points = 90%	17 points = 78%	11 points = 66%	05 points = 54%	xxxxxxxxxxx

**TOTAL POINTS EARNED:** \_\_\_\_\_

**% GRADE FOR THIS PORTION OF THE TEST:** \_\_\_\_\_

**Valley Grande Institute Vocational Nursing Program  
Advanced Nursing Skills Rubric**

**Date:** \_\_\_\_\_ **StudentName:** \_\_\_\_\_ **Class:** \_\_\_\_\_

<b>SKILL(s) PERFORMED</b>	<b>Progressing 50%</b>	<b>Progress Ongoing 75%</b>	<b>Mastery 100%</b>
_____	Needed 4 or more verbal cues to perform skill and essential criteria.	Needed 3 verbal cues to perform skill and essential criteria.	Performed skill and essential criteria needing no more than 1 – 2 verbal cues by instructor.
_____	Hesitated 4 or more times.	Hesitated 3 times.	
_____	Unsafe practice.	Unsafe practice.	Hesitated less than 3 times.
_____	Did not follow proper sequence.	Did not follow proper sequence	Provided safe care.
_____	Forgot 1 – 2 items when gathering supplies.	Asking instructor for assistance.	Proper sequence followed.
_____		Did not fully gather supplies.	Gathered all supplies needed.
_____	Very limited ability to verbalize relevant information related to the skill being tested.	Able to verbalize relevant information most of time.	Able to verbalize relevant information
_____	Unable to answer instructor's questions regarding the skill.	Able to answer instructors questions most of time.	Able to answer instructor's questions.

{add the 2 percentage scores together and divide by 2 for Final Score}

Percentage score from **Standard Steps for all Nursing Procedures** \_\_\_\_\_

Percentage score from **Nursing Skills** \_\_\_\_\_

Final Score \_\_\_\_\_