

Name: _____

Date: _____

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

Standard Steps for all Nursing Procedures {bolded areas – essential steps}	Advanced 4 points	Proficient 3 points	Basic 2 points	Unsatisfactory 1 point
At the Beginning of the Procedure: <u>Step A: Perform the task according to protocol.</u> <u>Mentally review the steps of the task</u> <u>beforehand.</u> <u>Ask for help when uncertain how to perform a</u> <u>task.</u> <u>Will plan for time management.</u> <u>Will plan for delivery of safe care.</u>	ADVANCED Performs all steps {essential and non-essential}	PROFICIENT Performs all essential steps <u>only</u> . Did not perform any non- essential steps	BASIC Performs at least 1 of the essential steps but not all, including some non-essential steps.	UNSATISFACTORY Does not perform any of the essential steps required. Does perform 1 or more of non- essential steps.
<u>Step B: Check the order, collect the equipment</u> <u>and supplies, and wash your hands.</u> <u>Verify the procedure is to be done for the</u> <u>patient. Verify physician orders.</u> <u>Check facilities Policies & Procedures manual</u> <u>for accepted method of performing the</u> <u>procedure.</u> <u>Collect equipment and supplies and take to</u> <u>patient's room.</u> <u>Perform hand hygiene.</u>	ADVANCED Performs all steps required. {essential and non-essential}	PROFICIENT Performs all essential steps <u>only</u> . Did not perform any non- essential steps	BASIC Performs at least 1 of the essential steps but not all, including some non-essential steps.	UNSATISFACTORY Does not perform any of the essential steps required. Does perform 1 or more of non- essential steps.
<u>Step C: Identify and prepare the patient.</u> <u>Greet the patient and identify yourself using</u> <u>your title.</u> <u>Identify patient using two patient identifiers</u> <u>and the patients I.D. band.</u> <u>Explain procedure to the patient using terms</u> <u>the patient can understand.</u> <u>Elicit questions and answer them clearly.</u> <u>Provide necessary teaching related to the</u> <u>procedure to be done.</u> <u>Perform hand hygiene.</u>	ADVANCED Performs all steps required. {essential and non-essential}	PROFICIENT Performs all essential steps <u>only</u> . Did not perform any non- essential steps	BASIC Performs at least 1 of the essential steps but not all, including some non-essential steps.	UNSATISFACTORY Does not perform any of the essential steps required. Does perform 1 or more of non- essential steps.

<u>Step D: Provide privacy and institute safety precautions; arrange the supplies and equipment.</u> ___ Close the door, pull privacy curtain, drape the patient. ___ Check the equipment for quality and safety. ___ Set up the equipment and supplies in an orderly, methodical fashion. ___ Raise the side rail before turning the patient. ___ Lock bed &/or wheelchair locks. ___ Raise the bed to an appropriate working height.	ADVANCED Performs all steps required. {essential and non-essential}	PROFICIENT Performs all essential steps <u>only</u>. Did not perform any non-essential steps	BASIC Performs at least 1 of the essential steps but not all, including some non-essential steps.	UNSATISFACTORY Does not perform any of the essential steps required. Does perform 1 or more of non-essential steps.
<u>During the Procedure:</u> <u>Step E: Use Standard Precautions and aseptic technique as appropriate.</u> ___ Protects self from blood and body fluids by wearing gloves. ___ Wears appropriate protective equipment if danger of splashing blood or body fluids is present. (gown, goggles, mask) ___ Takes precautions with sharp instruments and needles to prevent injury to self &/or others. ___ Is able to dispose of sharps/needles properly into sharps container. ___ Replaces sharps container when 2/3 full.	ADVANCED Performs all steps required. {essential and non-essential}	PROFICIENT Performs all essential steps <u>only</u>. Did not perform any non-essential steps	BASIC Performs at least 1 of the essential steps but not all, including some non-essential steps.	UNSATISFACTORY Does not perform any of the essential steps required. Does perform 1 or more of non-essential steps.
<u>At the End of the Procedure:</u> <u>Step X: Remove gloves and other protective equipment.</u> ___ Make certain patient is clean&, dry. ___ Disposes of used supplies into appropriate receptacles. ___ Removes gloves without contaminating self (pinches off the 1st 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).	ADVANCED Performs all steps required. {essential and non-essential}	PROFICIENT Performs all essential steps <u>only</u>. Did not perform any non-essential steps	BASIC Performs at least 1 of the essential steps but not all, including some non-essential steps.	UNSATISFACTORY Does not perform any of the essential steps required. Does perform 1 or more of non-essential steps.

___ Removes remainder of PPE without contaminating self. ___ Properly disposes of used PPE into appropriate receptacle. ___ Performs hand hygiene.					
<u>Step Y: Restore the unit. Collect the used equipment; dispose of, clean, or store items in the proper places.</u> ___ Provide comfort to the patient. ___ Tidy the bed and unit. ___ Place call light and personal items within reach. ___ Lower the bed for patient safety. ___ Removes used equipment. ___ Soiled linens are placed into plastic bag. ___ Reusable equipment is cleaned before returning to storage unit. ___ Removes unsightly, odorous, potentially infectious trash from the room. ___ Ask about patient’s unmet needs. ___ Performs hand hygiene before leaving the room.	ADVANCED Performs all steps required. {essential and non-essential}	PROFICIENT Performs all essential steps <u>only</u>. Did not perform any non-essential steps	BASIC Performs at least 1 of the essential steps but not all, including some non-essential steps.	UNSATISFACTORY 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. ___ Reports any abnormalities to the charge nurse or physician.	ADVANCED Performs all steps required. {essential and non-essential}	PROFICIENT Performs all essential steps <u>only</u>. Did not perform any non-essential steps	BASIC Performs at least 1 of the essential steps but not all, including some non-essential steps.	UNSATISFACTORY Does not perform any of the essential steps required. Does perform 1 or more of non-essential steps.	

If the student does not perform any of the Standard Steps for all Nursing Procedures the student will be given a 0% for this portion of the test.

Grading Scale based off the points earned:

32 points = 100%	26 points = 88%	20 points = 76%	14 points = 64%	8 points = 52%
31 points = 98%	25 points = 86%	19 points = 74%	13 points = 62%	xxxxxxxxxxxx
30 points = 96%	24 points = 84%	18 points = 72%	12 points = 60%	xxxxxxxxxxxx
29 points = 94%	23 points = 82%	17 points = 70%	11 points = 58%	xxxxxxxxxxxx
28 points = 92%	22 points = 80%	16 points = 68%	10 points = 56%	xxxxxxxxxxxx
27 points = 90%	21 points = 78%	15 points = 66%	9 points = 54%	xxxxxxxxxxxx

TOTAL POINTS EARNED: _____

% GRADE FOR THIS PORTION OF THE TEST: _____

Valley Grande Institute Vocational Nursing Program
Nursing Skills Rubric

Date: _____	Student Name: _____	Class _____
SKILL(s) PERFORMED	Progressing 50%	Progress Ongoing 75%
_____	Needed 4 or more verbal cues to perform skill and essential criteria.	Needed 3 verbal cues to perform skill and essential criteria.
_____	Hesitated 4 or more times.	Hesitated 3 times.
_____	Unsafe practice.	Unsafe practice.
_____	Did not follow proper sequence.	Did not follow proper sequence
_____	Forgot 1 – 2 items when gathering supplies.	Asking instructor for assistance.
_____	Very limited ability to verbalize relevant information related to the skill being tested.	Did not fully gather supplies.
_____	Unable to answer instructor's questions regarding the skill.	Able to verbalize relevant information most of time.
		Able to answer instructor's questions most of time.

{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 _____