

PLANK 1

TOOL: New Employee Blood Pressure Measurement Initial Competency Checklist (HealthPartners)

INITIAL COMPETENCY CHECKLIST New Employee Blood Pressure Measurement

Use this tool for all new Nurses and Medical Assistants after they attend New Employee Orientation for Nursing (NEON).

Employee Name: _____ Date: _____

Upon completion, place in the employee personnel folder.

Task Assessed	Patient 1		Patient 2	
	Meets	Needs Improvement	Meets	Needs Improvement
Has the patient sit quietly for a period at rest (5 minutes is best practice) with both feet flat on the floor and back supported. Takes the BP at the end of the rooming process to allow time for this rest.				
Asks patient if they have been eating, smoking, had caffeine, exercised or consumed any alcohol within last 30 minutes to one hour. If "yes" documents in vitals comment section and educates for future visits.				
Has patient remove clothing where cuff will be placed. Bare arm is required.				
Selects appropriate cuff size. The "INDEX" arrow is positioned within the "RANGE" markings on cuff. If the "ART" arrow is near either end of the "Range" change the cuff size. If two cuff sizes fit, use the larger one.				
Secures the blood pressure cuff evenly around the arm, about 1 inch above the antecubital space with the artery position mark (ART) over the brachial artery. Wraps the cuff so 2 fingers can be inserted between the cuff and the arm.				
Ensures patient arm is supported on a solid surface or held steady by staff with the middle of the cuff at the level of the heart (mid-sternum).				
Informs patient that his/her blood pressure will be measured using an automated device that will provide a more accurate reading and that a squeezing sensation will be felt. Instructs the patient to sit quietly, legs uncrossed and without talking or movement until the blood pressure measurement is complete. Encourages patient to relax all muscles. (Does not engage in patient conversation or obtain any additional vital signs during this time.)				
Omron SINGLE BP Pushes ON/OFF button Selects MODE: SINGLE Sets P-SET (inflation level) to AUTO (Must hear click when AUTO is selected) Pushes START <i>*If battery pack is in use, measurement will remain visible for 5 minutes. Once the device turns itself off after 5 minutes of inactivity, the data is lost.</i> <i>*If the OMRON errors 1-2 times on the auto mode, take the BP using the OMRON manual mode listed below.</i>				
Records first reading.				
If the initial BP is 140/90 or greater, repeats a BP measurement after 5 minutes of quietly waiting. Use single measurement technique (SINGLE MODE).				
Records the second BP reading. Informs provider if the second reading is 140/90 or above.				
OMRON MANUAL BP Push ON/OFF button Select MODE: MANU Set P-SET (inflation level) to AUTO (Must hear click when AUTO is selected) Push START . The OMRON will automatically inflate the cuff to the optimal pressure and begin deflating. Using bell of stethoscope, listens for the first sound heard (systolic) and the last sound heard (diastolic) and notes each number on OMRON screen.				
Records manual reading.				
For error message, reviews error codes and corrects.				

Plan of Action for Improvement Needs:

Reviewer Signature: _____

