Sample BCMA Nursing Competency

Fort Defiance Indian Health Board

EMPLOYEE NAME:_____ UNIT:_____

Instructions: The BCMA Super Users, System Analysts, Charge Nurses, Nursing Educators, and Registered Nursing staff who have completed the competency and are experienced with BCMA are responsible for observing employee's successful performance of the following behaviors and indicating such by initial/date on the appropriate line. The following skills are to be verbalized or demonstrated in a competent manner. Nurse Manager is responsible for assuring competence of employee through direct observation/collaboration with the BCMA Super Users and the Unit Preceptors. The BCMA Competency checklist must be completed to pass medications independently.

- Pre-Requisite Criteria:

- Employee is familiar with the Bar Code Administration Policy & Procedure.

- Employee is familiar with the BCMA User Handouts.

- Employee has attended a BCMA class.

Computer Fundamentals

Employee demonstrates or describes how to:	Date	Met	Unmet	Comments
Ensure that equipment is plugged in				
Operate mouse and touch screen functions				
Log on to BCMA and open patient record				
Close patient record, log off BCMA and close all computer programs				

BCMA Fundamentals

Employee demonstrates or describes how to:	Date	Met	Unmet	Comments
Verify correct patient with two patient identifiers				
View patient allergy alerts				
Change VDL time parameters				
Review medications on VDL to ensure they are verified				

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Employee demonstrates or describes how to:	Date	Met	Unmet	Comments
Change the default of the VDL display columns for active medications and medication types by touching gray column headings				
Identify the presence of active orders on tabs				
Describe the meaning of the "green" and "white" lights in the Schedule Type Box				
Identify the function of the scanner status and cursor placement				
Refresh screen & the significance of the refresh function				
Describe the meaning of "G", "H", and "R" in the status column				
Check the status column for "G","H", or "R" after each medication scan				
Call a Super User for assistance and when to do so				

Medication Administration

Employee demonstrates or describes how to:	Date	Met	Unmet	Comments
Administrate unit dose medications for two patients. Scan patient's wrist band. Scan medication.				
Verify that medication effectively scanned				
Enter units and quantity for non-unit dose drugs				
Administer PRN medications				
Document PRN effectiveness.				
Submit a missing dose				
Use MARK function				
Use HOLD function and write an appropriate reason				

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Employee demonstrates or describes how to:	Date	Met	Unmet	Comments
Use REFUSE function and write an appropriate reason				
Mark multiple medications as held/refused at one time				
Use rescan function for held/refused meds				
Use UNDO GIVEN function				
Use REMOVE function for patches				
Use ADD comment function				
Display the IEN of a medication				
View the details of an order				

IVPB

Employee demonstrates or describes how to:	Date	Met	Unmet	Comments
Check correct schedule type				
Identify medications to be given				
Verify dosage and route ordered				
Choose correct medication and scan				
Choose correct injection site if appropriate				
Mark medications as HELD or REFUSED with appropriate reason				
View AVAILABLE BAGS, and what this means				

IVP

Employee demonstrates or describes how to:	Date	Met	Unmet	Comments
Check correct schedule type				
Identify medications to be given				
Verify dosage and route ordered				
Choose correct medication and scan				
Enter units and quantity for non-unit dose drugs				

Employee demonstrates or describes how to:	Date	Met	Unmet	Comments
Choose correct injection site if appropriate				

IV Fluids

Employee demonstrates or describes how to:	Date	Met	Unmet	Comments
Describe the difference between "Patient-Specific" and "Ward-Stock" fluids				
"Infuse" a patient-specific fluid				
"Stop" a patient-specific fluid				
"Start" a patient specific fluid				
"Complete" a patient specific fluid				
View AVAILABLE BAGS, and what this means				
"Infuse" a ward-stock fluid				
"Stop" a ward-stock fluid				
"Start" a ward-stock fluid				
"Complete" a ward-stock fluid				
Add comment to Held, Refused, Stopped, Completed, and Infusing administrations as appropriate				
Explain the IV Bag Chronology and Icons				

On Call Medications

Employee demonstrates or describes how to:	Date	Met	Unmet	Comments
Check correct schedule type				
Identify medications to be given				
Verify dosage and route ordered				
Choose correct medication and scan				
Choose correct injection site (if appropriate)				
Enter units and quantity for non-unit dose drugs				

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One Time Medications

Employee demonstrates or describes how to:	Date	Met	Unmet	Comments
Check correct schedule type				
Identify medications to be given				
Verify dosage and route ordered				
Choose correct medication and scan				
Choose correct injection site if appropriate				

Editing Entry

Employee demonstrates or describes how to:	Date	Met	Unmet	Comments
Edit the Medication Log				

Reports

Employee demonstrates or describes how to:	Date	Met	Unmet	Comments
Display and describe the purpose of the Medication Administration History				
Display and describe the purpose of Patient Medication Log				
Use the Second Menu Bar to review the Med Log/MAH				
View a Due List report for the ward/patient				
View a Missed Medication Report for the ward/patient				
Policy for printing BCMA reports				
Understand which reports in BCMA are checked after each med pass and end of shift: • Missed Medication Report • PRN Effectiveness Report				

BCMA CONTIGENCY

Employee demonstrates or describes how to:	Date	Met	Unmet	Comments
Look up last dose of medication given to a patient on the MAH in E.H.R.				

Completion Certification

EMPLOYEE SIGNATURE: _____

TITLE: _____

DATE: _____

NURSE MANAGER: _____

DATE: _____

OBSERVER (Print Name): _____

DATE: _____