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# El Camino Hospital RN, LVN, & CNA Scope of Practice - Skills Inventory



**Revised APRIL 2006**  
*Nursing Education Department*

Joint Approval by PRN & ECH Patient Care Services  
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# El Camino Hospital RN, LVN, & CNA Scope of Practice - Skills Inventory

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*Adapted from the Work of: Paulette Cherney, RN, MSN; May 18, 1994*

*Reviewed/Revised: January 2006 by Cathy Patton, RN, MA & Alicia Potolsky, RN, MS*

## ***PLEASE READ THE FOLLOWING BEFORE USING THIS INVENTORY!!!***

The RN must be knowledgeable regarding the care team member's education and training. The RN must be able to periodically verify the individual's ability to perform the specific tasks. Individual skill inventories will be accessible at the hospital to the nurse in the patient care setting. **The RN ultimately decides the appropriateness of assignment of tasks.**

### **References**

- California Board of Registered Nursing, Advisory Statement on the Assignment of Tasks to Unlicensed Care Givers, September 1994.
- California Board of Registered Nursing, Unlicensed Assistive Personnel Acute Care, February 2000.
- Department of Health Services, "Nursing Assistants, Home Health Aides, Hemodialysis Technicians: Certification Facts, February 25, 2004.
- Debbie deBechevet, RN; Board of Vocational Nursing and Psychiatric Technicians
- Ralph Beshore; DHS-L&C

### **Scope of Vocational Nursing Practice (2518.5) Business and Profession Code**

The licensed vocational nurse performs services requiring technical and manual skills which include the following:

- a) Uses and practices basic assessment (data collection), participates in planning, executes interventions in accordance with the care plan or treatment plan, and contributes to evaluation of individualized interventions related to the care plan or treatment plan.
- b) Provides direct patient/client care by which the licensee:
  - 1) Performs basic nursing services as defined in subdivision a);
  - 2) Administers medications;
  - 3) Applies communication skills for the purpose of patient/client care and education; and
  - 4) Contributes to the development and implementation of a teaching plan related to self-care for the patient/client.

*(See specific LVN skills on following pages)*

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## EL CAMINO HOSPITAL'S SKILLS INVENTORY INCORPORATING RN, LVN & CNA SCOPE OF PRACTICE

(See additional specifics for Dialysis LVNs in the  
Addendum to the Skills Inventory on pages 9-10)

<b>SKILL</b>	<b>RN</b>	<b>LVN</b>	<b>CNA</b>
<b>GENERAL / ASSESSMENT &amp; CARE PLANNING</b>			
All ADLs / weights / measurements	Yes	Yes	Yes
Vital Signs: collect and document	Yes	Yes	Yes
Intake and Output: collect and document	Yes	Yes	Yes
Phone orders from physicians	Yes	YES - Allowable only within LVN Scope of Practice	No
Neuro Checks	Yes	Yes	No
Checks Reflexes	Yes	Yes	No
Doppler	Yes	Yes	No
Cardio-Respiratory Monitor: Set-up	Yes	Yes	Yes
ICP Monitoring	Yes	No	No
Collecting specimens: urine, sputum, stool	Yes	Yes	Yes - except sterile specimens
Point of Care Testing – Unit Specific	Yes	Yes	No
Restraints: Applies, monitors, and documents	Yes	Yes - with RN obtaining order	Yes - application under direct supervision of licensed personnel
Restraints: Evaluate for removal	Yes	No	No
Hypo/Hyperthermia Blanket/Bair hugger Set Up	Yes	Yes	Yes
Surgical shave	Yes	Yes	Yes

<b>SKILL</b>	<b>RN</b>	<b>LVN</b>	<b>CNA</b>
Collecting admission information	Yes	Yes - Data Collection Only	Yes – Data collection only
Assessment for and Formulation of Patient's Care Plan	Yes	No	No
Discharge documentation and teaching	Yes	Yes - Based upon RN assessment & plan	No
Family Education	Yes	No	No
Patient Education: planning, assessing	Yes	Yes - Data collection/ observations only	No
Patient Education: teaching	Yes	Yes – Based on RN assessment & plan	No
Check crash cart	Yes	Yes	No
Post-Mortem Care	Yes	Yes	Yes
Receiving verbal MD orders	Yes	Yes - Orders within their scope of practice except <b>NO</b> IV orders.	No
<b>MEDICATIONS</b>	_____	_____	_____
Administering prescription meds via all routes <u>except</u> IV and intrapleural	Yes	Yes	No
Administering IV and intrapleural medications	Yes	No	No
Administering non-prescription creams/lotions and hot/cold packs	Yes	Yes	Yes
<b>INTRAVENOUS LINES/MISC. IV</b>	_____	_____	_____
Venipuncture – lab draw or IV start	Yes	Yes - IV certified LVN's only	No
Prime IV set-up	Yes	Yes – IV certified LVN's only	No
Administer Chemotherapy	Yes – once chemo certified	No	No

<b>SKILL</b>	<b>RN</b>	<b>LVN</b>	<b>CNA</b>
Administer Intralipids	Yes	No	No
Hang peripheral IV & Parenteral Nutrition (with max of 12.5% Dextrose) bottle and/or change tubing	Yes	Yes – IV certified LVN's- if no medications (electrolyte additives only OK)	No
Adding medications / electrolytes to IV bottles	Yes	No	No
Saline lock flushes, DC IV lines	Yes	Yes - IV certified LVN's, <b>peripheral only</b>	No
Heparin flushes	Yes	No	No
CVC / PICC dressing changes <i>Note: hyperal is a central line (CVC)</i>	Yes	No	No
IV dressing changes	Yes	Yes	No
Drawing labs from CVC / PICC	Yes	No	No
Drawing labs from peripheral IV	Yes	Yes, if IV certified	No
Infusion Pumps: set-up, regulate and monitor	Yes	Yes – IV certified LVN's: <b>monitor only</b>	No
Obtaining blood / blood products from blood bank	Yes	Yes	Yes
Administer Blood and Blood Products	Yes	Yes – IV certified LVNs	No

<b>SKILL</b>	<b>RN</b>	<b>LVN</b>	<b>CNA</b>
<b>ARTERIAL LINES</b>	_____	_____	_____
Arterial Puncture	Yes – with ECH ABG certification	No	No
Arterial Lines: set-up, calibrate, readings, blood sampling, DC lines	Yes	No	No
<b>TUBES / DRAINS / DRESSINGS</b>	_____	_____	_____
Site care, measure and/or empty output from tubes and drains	Yes	Yes - except ventriculo-stomy drain	Yes - except ventriculo-stomy drain
Maintain patency and troubleshoot tubes and drains	Yes	Yes - except ventriculo-stomy drain	No
NG / OG (oral/gastric) Tube: Insertion, check placement	Yes	Yes	No
Chest Tube: Set-up, monitor, change system and troubleshoot	Yes	Yes	monitor only
Feeding Tubes: set-up, troubleshoot, bag / tubing change, gavage feeding	Yes	Yes	No
Clean dressing change and/or apply Duoderm® / Comfeel®	Yes	Yes	No
Sengstaken-Blakemore tube: set-up	Yes	Yes	No
Gastric lavage	Yes	Yes	No
Vacutainer Drains, Changes	Yes	Yes	No
Sterile dressing changes and all wound care	Yes	Yes	No
Insertion and Irrigation of Indwelling Urinary Catheter	Yes	Yes	No
Care and Removal of Urinary Catheter	Yes	Yes	Yes
Apply Condom Catheter	Yes	Yes	Yes

<b>SKILL</b>	<b>RN</b>	<b>LVN</b>	<b>CNA</b>
<b>CARDIAC</b>			
Obtains 12-Lead EKG – only in TCU, CCU, 4 West, ED, CCL, & EKG dept.	Yes	Yes - with ECH 12-lead EKG training	Yes – with ECH 12-lead EKG training
Rhythm Strips: Obtains, Reads and Interprets	Yes	Yes – obtains only, cannot analyze. Must have EKG training	No
Central Venous Pressure Measurement	Yes	No	No
Swan Ganz: All Care	Yes	No	No
Cardiac Output Measurements	Yes	No	No
Assist with Cardioversion	Yes	No	No
Perform Defibrillation	Yes – ACLS & AED competent RNs only	No AED only	No AED only
Percutaneous Transluminal Coronary Angioplasty (PTCA): C-Clamp removal and post-procedural care	Yes	No	No
Percutaneous Transluminal Coronary Angioplasty (PTCA): Sheath removal	Yes – with ECH Removal of Femoral Sheath certification	No	No
Intra-Aortic Balloon Pump (IABP)	Yes – with ECH IABP training	No	No
Continuous Veno-Venous Hemodialysis (CVVH)	Yes – with ECH CVVH training	No	No
Telemetry Set-up	Yes	Yes	Yes
External Pacemaker: Applies, Temporary Pacemaker: Assists with Insertion, Initiates Pacing	Yes	No	No



<b>SKILL</b>	<b>RN</b>	<b>LVN</b>	<b>CNA</b>
<b>RESPIRATORY</b>	_____	_____	_____
Suctioning	Yes	Yes	Yes – mouth only with Yankauer
Chest PT, Inhalers, Nebulizers	Yes	Yes	No
Oxygen Therapy: Set-up; Initiate, Monitor, Adjust	Yes	Yes	Set-up and monitor only (may not adjust)
Triflow and Incentive Spirometry	Yes	Yes	Yes
Infant Intubation	Yes – with ECH Infant Intubation Certification	No	No
Intubation: Set-up	Yes	Yes	Yes
Tracheostomy Care	Yes	Yes	No
Chest Tube: Set-up, monitor, change system and troubleshoot	Yes	Yes	monitor only
<b>BOWEL CARE</b>	_____	_____	_____
Enemas	Yes	Yes	Yes – as long as no meds in enema
Insert Rectal Tube / Suppository	Yes	Yes	Yes - as long as no meds
Ostomy Care: irrigate, change appliances, empty bag, skin care	Yes	Yes	No, except may empty bag

<b>SKILL</b>	<b>RN</b>	<b>LVN</b>	<b>CNA</b>
<b>ORTHOPEDIC CARE</b>	_____	_____	_____
Traction: Initial set-up, verification of function and reapplication	Yes	Yes	Yes – <b>reapplication only</b>
Slings/Immobilizer: Initial application, verifies function and reapplication	Yes	Yes	Yes – <b>reapplication only</b>
CPM: Equipment set-up, verifies function and reapplication	Yes	Yes	Yes – <b>cannot adjust settings</b>
PT / OT: Post-op exercises, passive ROM	Yes	Yes	Yes
Cast Care: Handling of wet cast, check / reports CSM	Yes	Yes	Yes
<b>LABOR AND DELIVERY</b>	_____	_____	_____
External Fetal Monitor / Contraction Monitor: Set-up	Yes	There are no LVNs in L&D at this time	Yes
External Fetal Monitor / Contraction Monitor: Reads and Interprets	Yes		No
Uses Radiant Warmer	Yes		Yes
Performs Sterile Vaginal Exams	Yes		No
Performs Non-stress test	Yes		No
Performs Stress Test	Yes		No
Applies Fetal Scalp Electrodes	Yes		No
Intrauterine Pressure Transducer: Set-up and Calibration	Yes		No
Performs Surgical Scrub	Yes		Yes - with ECH L&D scrub certification

<b>SKILL</b>	<b>RN</b>	<b>LVN</b>	<b>CNA</b>
<b>NURSERY/NICU</b>	_____	_____	_____
Phototherapy: Set-up and Monitoring	Yes	Yes	Yes
TCM / Oximetry: Set-up and Calibrate	Yes	Yes	No
Radiant Warmer: set up, monitoring	Yes	Yes	Yes
UA / UV: Set-up, calibrate, pressure monitoring, blood sampling	Yes	No	No
<b>PEDIATRICS</b>	_____	_____	_____
Croup Tent / Oxygen Tent: Set-up	Yes	Yes	Yes
Phototherapy: Set-up, monitoring	Yes	Yes	Yes

**ADDENDUM TO SKILLS INVENTORY**  
Addressing the roles of **LABOR & DELIVERY TECH, OR ASSISTANT,**  
**OR UNIT SUPPORT and DIALYSIS LVN**

Staff in the following unlicensed roles and Dialysis LVNs are allowed to do the additional tasks as per their job description and under the supervision of an RN:

**LABOR AND DELIVERY TECH:**

1. Check fundus and bleeding.
2. Assist with breast feeding
3. Set-up infant and adult O<sub>2</sub>.
4. Surgical scrub.
5. Coach laboring patients.
6. Set-up for deliveries/C-Sections/PPTL.
7. Prepare tables for delivery as requested.
8. Open packs and set up table using aseptic techniques.
9. Check anesthesia machine and supplies.
10. Clean up after cesarean section
11. Replace cautery pad/EKG pads
12. Replace O<sub>2</sub> bag and mask on infant warmer, and used ET tubes/suction equipment
13. Maintain adequate level of anesthesia medications for regional anesthesia
14. Maintain adequate level of suture materials.

**OR ASSISTANT (OR Team Support):**

1. Set-up anesthesia equipment and anesthesia drug trays.
2. With specialized training, may prepare arterial lines, CVC lines, and IV lines. Must be supervised by RN when setting up arterial line.
3. Maintain difficult airway cart and anesthesia equipment
4. Complete daily checks: Cidex, AA workroom, O<sub>2</sub> tanks, etc.
5. Complete assigned maintenance and cleaning on anesthesia machines
6. General and direct orders for anesthesia, maintain inventory for general and direct orders and medications
7. Maintain AA preference cards
8. Make rounds on assigned rooms to assist team and prepare for upcoming cases. Check frequently with assigned MD's and respond to calls for assistance.
9. Complete room turn-overs for assigned rooms.
10. Check substeriles and maintain supply and equipment inventory.
11. Exchange 24-hour drug lockers in medication room

**(OR) Unit Support:**

1. Order and restock supplies and linen.
2. Clean equipment and work areas
3. Exchange case carts.
4. Assist with room turn-overs.
5. Replace autoclave graphs and pens. Store old graphs in specified location.
6. Fill formalin containers, transport and restock.

**Dialysis LVN:**

1. Access veins for the purpose of dialysis
2. Draw blood samples
3. Access catheters for the purpose of dialysis (catheters may be in the chest region)
4. Dressing changes on all accessing ports
5. Administer blood
6. May not administer IV medications including Heparin

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This document was collaborated on and has received  
 JOINT APPROVAL BY PRN & ECH PATIENT CARE SERVICES (4/12/05)

**ADULT ADMISSION ASSESSMENT**

**“WHAT THE LVN CAN PERFORM & DOCUMENT IN ECHO”**

<b>Admission Topics</b>	
<b>LVN May Perform &amp; Document the Information (“Data Collection”)</b>	<b>RN Must Do (“Assessments”)</b>
<i>Admission Type</i>	<b><i>DVT Assessment</i></b>
<i>Admission Data</i>	<b><i>Fall Risk Assessment</i></b>
<i>Allergy List Info</i>	<b><i>Level of Consciousness</i></b>
<i>Outpatient Medication List</i>	<b><i>Lift/Transfer Equipment</i></b>
<i>Belongings</i>	<b><i>Neurological Assessment</i></b>
<i>Cognitive/ Perceptual Barriers</i>	<b><i>Nutritional Assessment</i></b>
<i>Vaccinations</i>	<b><i>Pain Assessment</i></b>
<i>Advanced Directives</i>	<b><i>Patient’s Desire for Treatment</i></b>
<i>Isolation Status</i>	<b><i>Presenting Sign &amp; Symptoms</i></b>
<i>Primary Care Giver</i>	<b><i>Past Medical History</i></b>
<i>Emergency Contact</i>	<b><i>Psychosocial Assessment</i></b>
<i>Religious Cultural Beliefs that affect Hospitalization</i>	<b><i>Skin Assessment</i></b>
<i>History of Smoking</i>	<b>Do Not Forget to do an ASSESSMENT CO-SIGNATURE for the LVN.</b>
<i>Substance Abuse</i>	
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