

## Certified Medical Staffing, LLC Skills Checklist

**Please rate your Skill Level:**

- 0- No Experience.
- 1- Limited competency/proficiency. Supervision Required.
- 2- Acceptable competency/proficiency.
- 3- Competent/proficient. Performed frequently and independently during the past 2 years.

Duty	MA	RN	LPN	PA	CNA
Direct Patient Care					
Patient Education					
Obtain Vital Signs					
Examine & Diagnose					
Prescriptive Rights					
Treatment of Illnesses					
IV Initiation & Monitoring					
Venipuncture					
Injections					
Take Radiographs					
Electrocardiograms					
Medication Administration					
Assist Surgical Procedures					
Collect Laboratory Specimens					
Process Laboratory Specimens					
Screen & Follow up on Abnormal Lab Values					
Hygienic Care					
Bedside Care					
Lift/Transfer Patient					
Meal Service					
Assist Provider During Examinations					
Prepare Patients for Surgery					
Assist Specialty Exam					
Assist Cast Application & Removal					
Suture Removal					
Administrative Duties					
Prepare Insurance Forms					
Computer Skills					
Equipment Maintenance					
Ordering Equipment & Supplies					
Bookkeeping Duties					

**MA:** Medical Assistant      **RN:** Registered Nurse      **CNA:** Certified Nursing Assistant  
**LPN:** Licensed Practical Nurse      **PA:** Physician's Assistant

**Total years of experience:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_