

Instructions for Completing the NDP Skills Check List

- Unlicensed staff working in ADMH Residential Community Programs, Day Programs and other Community Extensions who will be assisting consumers served with nursing task(s) including but not limited to assisting with medication administration must have a MAS RN/LPN validate the staff's competency for all delegated task(s).
- The NDP Skills Check List is a standardized checklist and the only one to be used for validating competency of unlicensed staff.
- The following guidelines and attachments are provided to assist with training and competency validation as well as providing the minimum standards for all unlicensed staff assisting with mediations and other delegated tasks.
- It is the MAS Nurse's responsibility to determine the unlicensed staff demonstrated competency in performing the tasks by using the guidelines and checklist.

Directions for completing the NDP Skills Check List

1. The name of the staff is PRINTED on each page of the checklist.
2. All documentation on the checklist is to be in ink.
3. When a staff has demonstrated competency for a task, the MAS Nurse and staff will initial and date in the designated block. If the staff needs further training in an area, this should be noted in the designated "comments" block.
4. Section I, VI and VII – Competency may be determined by asking questions or by written test.
5. Sections II-V– The staff must be observed performing the task/skill or be able to verbalize and demonstrate how the task would be performed.
6. The MAS Nurse and staff must sign, initial and date the checklist after the completion of the tasks.
7. If competency validation for additional tasks listed on the NDP Skills Check List is needed after the staff and MAS Nurse have signed the checklist, they maybe validated, initialed and dated by the MAS Nurse and staff on the original form and signed and dated by the MAS Nurse and staff in the "comment" section OR a new checklist may be used and filed in the MAC File.
8. The "comment" section may be used to document any additional information, including signatures.
9. The checklist must be maintained in the MAC File.