Knowledge and Skills Assessment for Insert Role –

Verification Checklist for Preceptors

General Awareness

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|  | **staff** | **preceptor** | **Date** |
| **Has attended orientation** |  |  |  |
| **Knows where to access OHS legislation** |  |  |  |
| **Is aware of legal rights related to OHS** |  |  |  |
| **Knows where to access Formal Hazard Assessment** |  |  |  |
| **Is aware of site emergency response plans** |  |  |  |
| **Is aware of procedure to report incidents** |  |  |  |
| **Has had site-specific tour** |  |  |  |
| **Has reviewed the policy & procedure manual** |  |  |  |
| **Is aware of the communication procedures** |  |  |  |

Biological Hazards and Controls

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|  | **staff** | **preceptor** | **Date** |
| **Knows how to use disinfectants properly** |  |  |  |
| **Can describe and demonstrates ability to follow**  **Routine Practices and Additional Precautions** |  |  |  |
| **Has had infection prevention and control training** |  |  |  |
| **Is aware of common biological hazards and**  **controls** |  |  |  |
| **Uses Personal Protective Equipment as required** |  |  |  |

Chemical Hazards and Controls

Physical Hazards and Controls

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|  | **staff** | **preceptor** | **Date** |
| **Has received training in musculoskeletal injury prevention** |  |  |  |
| **Can adjust equipment and modify work to**  **reduce MSIs** |  |  |  |
| **Knows how to identify and control falling or**  **tripping hazards** |  |  |  |
| **Wears appropriate footwear to reduce slips**  **and falls** |  |  |  |
| **Handles sharps and instruments properly** |  |  |  |

Psychological Hazards and Controls

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|  | **staff** | **preceptor** | **Date** |
| **Is aware of organizational policies and**  **procedures regarding violence & harassment** |  |  |  |
| **Can identify examples of violent or abusive**  **behaviour** |  |  |  |
| **Understands working alone legislation and can identify principles as they apply** |  |  |  |
| **Has received training for dealing with threats** |  |  |  |
| **Is aware of communication procedures when**  **working alone** |  |  |  |
| **Is aware of access to Employee Assistance and Critical Incident Stress management**  **programs** |  |  |  |
| **Is aware of controls to reduce risk of compassion fatigue** |  |  |  |
| **Understands signs and symptoms of**  **depression and substance abuse** |  |  |  |
| **Understands the importance of a healthy**  **lifestyle and a good work-life balance** |  |  |  |
| **Understands and practices good cross- generational communication** |  |  |  |
| **Knows the reporting procedure for environmental factors that may be impacting psychological well-being** |  |  |  |

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|  | **staff** | **preceptor** | **Date** |
| **Has had WHMIS training and reviewed MSDSs** |  |  |  |
| **Has been trained in the use of disinfectants** |  |  |  |
| **Knows and uses appropriate PPE when**  **required to perform a task** |  |  |  |

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| **Comments** | | | | |
|  | Organizations Logo  **Knowledge and Skills Assessment for Insert Role**  **Verification Checklist for Preceptors** | | | |
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|  | **Staff name** | |  |  |
|  |  | **Preceptor** |  |
|  | **Site** |  |
|  | **Dates** |  |
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