

**OCEACT  
COMPETENCY SELF-ASSESSMENT FOR ACT PROGRAM NURSE**

Name \_\_\_\_\_

ACT Agency \_\_\_\_\_

# of years as RN \_\_\_\_\_

# of years as ACT RN \_\_\_\_\_

This tool is designed to help plan, monitor, and support your onboarding to the role of ACT Program Nurse. The tool allows you to self-assess your competency level related to the duties and tasks identified as common and/or essential to the role. The ACT Program Nurse role is unique, and you are not expected to have achieved a high level of competency as a new ACT Nurse. This self-assessment will be used to create an individual onboarding and professional development plan designed to facilitate your success!

Please use the following scale to determine your baseline level of competency for the duties and tasks outlined in the tool.

1. **Beginning:** I have little or no experience performing this assessment/task/clinical skill. I need assistance and/or coaching while performing this assessment/task/clinical skill. I have **no or minimal confidence** in my level of proficiency.
2. **Developing:** I have some experience or related experience I can transfer when performing this assessment/task/clinical skill, but I will need some guidance and direction. I have **some confidence** in my level of proficiency.
3. **Competent :** I have significant experience or related experience I can transfer when performing this assessment/task/clinical skill and can independently perform with occasional guidance and direction from others. I will need some assistance when working with unusual or complex situations. I have **confidence** in my level of proficiency.
4. **Accomplished:** I extensive experience and can perform this assessment, task, or skill with minimal effort. I can adapt the assessment/task/skill to unique or complex situations. I can coach others in performing this assessment/task/clinical skill. I have **a high level of confidence** in my level of proficiency.

Duty/Task	Beginning	Developing	Competent	Accomplished
Manage ACT Participant Medications				
Administer non-IV medications to ACT participants (e.g., IM, SQ, PO routes) add Prompts				

Maintain medication administration records				
Coordinate medication delivery with staff				
Deliver medications to ACT participants				
Advise ACT participants on medication (e.g., correct dosage, side-effects, answer questions)				
Observe ACT participants taking medications				
Coordinate medications with pharmacy (e.g., initial, refill, changes)				
Maintain medication storage and lock safety (e.g., boxes, lockers, safes)				
Support ACT participants with packing personal medications				
Reconcile ACT participant medications (e.g., clarify medication orders, assess supply)				
Report ACT participant response to medication to prescriber (e.g. effectiveness, side-effects)				
Dispose of sharps containers per agency protocol				
Assist with disposal of ACT participant medications(e.g. expired, discontinued)				
Support ACT participants in developing medication autonomy(e.g., adherence, dosage/timing, benefits/side-effect)				
<b>Perform ACT Participant Assessments</b>	<b>Beginning</b>	<b>Developing</b>	<b>Competent</b>	<b>Accomplished</b>
Conduct initial ACT nursing assessments (e.g., in-home/on-site, environmental, ADL)				
Perform medication side-effect assessment (e.g., AIMS, Glasgow)				
Perform ongoing safety assessments (e.g., housing, mobility, self/team/ community)				
Perform routine assessment of vital signs				
Conduct health screenings (e.g., STI, diabetes)				
Conduct focused health assessments (e.g., wound, skin condition, acute)				
Conduct mental health assessments (e.g., suicide, MH status, depression)				
Assess ACT participant health needs (e.g., need for treatment, intervention)				
Monitor change in ACT participant behavior (e.g., affect, situational awareness, social appropriateness)				
Assess ACT participant living spaces (e.g., hazards, basic needs/ ADL, heat/power/ water)				
Recommend ACT participant care based on assessment results				
Analyze diagnostic or laboratory tests				
<b>Coordinate Care of ACT Participants with ACT Treatment Team</b>	<b>Beginning</b>	<b>Developing</b>	<b>Competent</b>	<b>Accomplished</b>
Participate in ACT team meetings (e.g., daily, staffing)				

Hold regular consultations with ACT prescriber				
Provide team members info about client medical concerns (e.g., medical, rx sideeffects, health status)				
Update treatment team on med changes/increased symptoms/LMP plans				
Consult with LMP on specific med/ symptom (e.g., provide med lists, narcotic counts)				
Obtain prior authorizations for services and treatment				
Schedule appointments with ACT prescribers				
Assign tasks to other team members (e.g., schedule appts, prepare paperwork, deliver meds)				
Provide treatment support/coverage as team member				
Participate in afterhours crisis coverage rotation				
Participate in development and updating of treatment plans (e.g., goals/ objectives, with team & ACT participant)				
Review ACT participants' treatment progress				
Participate in discharge/step down evaluation				
<b>Provide Client Centered ACT Nursing Interventions</b>	<b>Beginning</b>	<b>Developing</b>	<b>Competent</b>	<b>Accomplished</b>
Conduct regularly scheduled nursing contacts with ACT participants (e.g., inperson, phone, video)				
Provide basic first aid care				
Provide basic nail and foot care				
Provide basic personal care (e.g., physician-ordered, limited mobility, shortterm)				
Recommend nonpharmacological treatments (e.g., heat packs, elevate feet)				
Provide therapeutic communication (e.g., CBT, mindfulness, MI)				
Provide health skills coaching to ACT participants, families, and groups				
Provide crisis intervention				
Provide social skills/cues training				
Facilitate implementation of harm-reduction programs (e.g., syringe exchange, smoking cessation)				
Obtain information from ACT participants for treatment plan development (e.g., treatment goals, health outcomes)				
Respond to urgent nursing needs and requests (e.g., health interventions, provide nursing expertise, client calls)				

Provide client centered therapeutic interventions according to treatment plan				
<b>Provide Health Education to ACT Participants, Family, and Staff</b>	<b>Beginning</b>	<b>Developing</b>	<b>Competent</b>	<b>Accomplished</b>
Support ACT participants in developing health literacy				
Educate ACT participants on harm reduction strategies (e.g., safer sex practices, substance abuse)				
Coach ACT participants on diabetes management and skills (e.g., finger sticks, CBG values, equipment)				
Educate ACT participants on fluids/ hydration				
Educate ACT participants on weather-related/ environmental risks (e.g., flood risks, hypo/hyperthermia, impact on medication)				
Educate ACT participants on mental/physical health topics (e.g., handouts, videos, pamphlets)				
Educate ACT participants on health crises interventions (e.g., s/s stroke, airway obstruction, overdose)				
Educate ACT participants on disease prevention and wellness				
Provide training on overdose prevention and response (e.g., use of Narcan, emergency response)				
Coach staff on health crises interventions (e.g., overdose, suicide prevention)				
Educate staff on medication and s/s of side effects (e.g., potential risk, response)				
Provide cross training to staff				
<b>Support ACT Participants in the Community</b>	<b>Beginning</b>	<b>Developing</b>	<b>Competent</b>	<b>Accomplished</b>
Visit ACT participants in jail				
Provide housing supports to ACT participants (e.g., facilitate lease signing, eviction prevention)				
Collaborate with community housing providers to support ACT participants (e.g., apartment managers, non-profit housing orgs, shelters/sup				
Accompany ACT participants in wellness activities (e.g., water aerobics, walks)				
Provide transportation assistance to ACT participants				
Assist ACT participants in navigating public transportation system (e.g., skills training, schedules, accompany en route)				
Model prosocial behavior in community				
Accompany ACT participants to obtain basic living needs (e.g., SNAP, banking, food pantry)				

Assist ACT participants in obtaining community assistance (e.g., completing forms, SS, ID)				
Negotiate financial benefits on behalf of ACT participants (e.g., reduced rx costs, lower copays)				
Advocate for expanded services/ supports (e.g., mental health, additional training)				
Advocate for criminal/legal services (e.g., jail diversion, mental health court)				
Conduct outreach to ACT participants to increase participation in treatment (e.g., text message, drop by)				
Assist ACT participants in participating in harm reduction strategies (e.g., needle exchange, PP)				
Provide ACT participants information on community resources (e.g., laundromat, food banks, showers)				
Advocate for accommodations on behalf of ACT participants (e.g., school, work)				
<b>Perform Case Management for ACT Participants</b>	<b>Beginning</b>	<b>Developing</b>	<b>Competent</b>	<b>Accomplished</b>
Track participants' providers to identify gaps in care				
Coordinate care with outside providers to address ACT participant goals (e.g., ophthalmology, dental, medically assisted treatments)				
Advocate for ACT participants during interactions with outside organizations (e.g., community providers, local organizations, court hearings)				
Accompany ACT participants to medical appointments				
Support ACT participants in obtaining benefits and entitlements (e.g., SNAP, Honored Citizen, OHP)				
Schedule appointments for ACT participants				
Develop ACT participant appointment reminder system				
Troubleshoot issues in ACT participant insurance coverage (e.g., lapses, denied claims)				
Facilitate ACT participants in obtaining supplemental supports (e.g., vouchers, med samples, equipment)				
Manage ACT participant care schedule (e.g., reminders, transportation, wo				
Facilitate ACT participant transition within levels of care (e.g., from BH unit, from sub-acute, from ED)				

Obtain ROI consent from ACT participants				
Provide consultation to home care providers for ACT participant care (e.g., home health, respiratory providers)				
Support ACT participants in obtaining authorization for companion animals				
Consult with professionals on complex cases (e.g., specialty physicians, ortho, psychiatric)				
<b>Perform Administrative Tasks</b>	<b>Beginning</b>	<b>Developing</b>	<b>Competent</b>	<b>Accomplished</b>
Participate in annual ACT conference				
Maintain professional certifications and licensures				
Participate in agency/department ACT retreats				
Participate in required training activities				
Maintain supply inventory				
Maintain time and attendance reports				
Maintain productivity logs (e.g., contacts, locations, direct service hours)				
Complete expense/ reimbursement reports				
Manage transportation use/ acquisition (e.g., fleet vehicle, mileage logs)				
Manage work schedule (e.g., appointments, coverage, PTO)				
Participate in quality assurance activities (e.g., staff chart audits, fidelity review, se				
Participate in staff hiring processes (e.g., screening applicants, interviews)				
Draft BH policies/ procedures for review and approval				
Provide input into development of BH policies/procedures				
Contribute data to tracking population health trends (e.g., CDC, Oregon Hea				
Complete authorization documentation for restorative services to secure housing				
<b>Participate in Personal Professional Development</b>	<b>Beginning</b>	<b>Developing</b>	<b>Competent</b>	<b>Accomplished</b>
Participate in annual ACT conference				
Maintain professional certifications and licensures				
Participate in required training activities				
Participate in supplemental/interest -based training activities				
Participate in personal performance review process				
Participate in annual RN retrea				
Participate in ACTRN Network activities				
Provide precept/ shadowing opportunities for nursing students				

Participate in peer reviews				
Participate in crosstraining/ transdisciplinary training activities (e.g., universities, other medical professions)				
Collaborate with academic institutions to improve population health outcomes				
Participate in leadership/stretch assignments (e.g., ONA activities, board activities, advisory committees)				
Advocate on behalf of profession (e.g., labor organizations, related fields)				
Implement quality assurance processes (e.g., ACT fidelity review requirements, safety committee)				
Using the items listed above: List <b>three</b> assessment/task/clinical skills you are <b>most uncomfortable performing independently</b> at this time and would like training from our nurse consultant (add more as needed)				
1.				
2.				
3.				
Comments:				