



Lifelong  
Learning  
Programme

# Med-Assess Nursing Task List



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## Change History

Version	Date	Name	Issue
1.0	20.09.2013	Uni Siegen	Share the document with Beta Klinik
2.0	24.09.2013	Beta Klinik	Annotated on No. 15, 23 and 27 which are highlighted in red.

## Nursing Task List

No.	Task	Collated Comments	Decision
1.	Able to implement specialist nursing care programs -Yes	Importance: 1 / Means EDV Documentation; Importance 5 / Standards (each clinic writes them on their own) are available. Afterwards creating workflows and visualize them	<b>Keep</b>
2.	Able to prioritize workload (self and others) and meet deadlines -Yes	Importance: 5 / Important, e.g. education courses to provide against burnout; Importance 5 / Workload is very high but you have to work efficient / Workload programs are available /	<b>Keep</b>
3.	Adhere to all appropriate guidelines / regulations-Yes	It always depends on the patient and his disease how close you have to stick to the guidelines; Importance: 5 / e.g. hygienic regulations; Importance 5 / House rules and laws. Be up to date	<b>Keep</b>
4.	Administration of medications-Yes	Importance: 5 / Doctor prescribes the medications / Side effects are important to know / Importance 5 / Arranged by a doctor. There are also standards available e.g. after an operation	<b>Keep</b>
5.	Assess social and health care needs of new	Importance 3-5 / Should be divided into: / Assess social needs of new residents	<b>Keep</b>

	residents-Yes	(more in elderly care) / Assess health care needs of new residents /  Importance 3 / Must be differentiated for elderly houses / hospitals	
6.	Assisting in investigation and response to any complaints-Yes	Importance 3-4 / Should be divided into: / Assisting in investigation / responsible for any complaints /  Importance 3,5 / Must be divided into: / Assisting in investigation / response to any complaints /	<b>Keep</b>
7.	Assisting with maintaining household expenditure in line with budget-Yes	More in ambulant care, concurrently and not paid  Importance 2 or 5 / Is done by the station supervisor / Or it means to work demand oriented	<b>Keep</b>
8.	Basal stimulation-Yes	Importance 3-5 / Important for the following groups: / Intensive care, dementia patients, severely disabled / Education courses are available /  Importance 3-(5 in Neurology) / Mostly in Intensive care or Neurology. But the time is missing	<b>Keep</b>
9.	Basic care-Yes	Importance 5 / Very important, but should be divided in subtasks (marked with basic care)  Importance 5 / Basic Care is a parent	<b>Keep</b>

		task for all ADL = „activities of daily living“	
10.	Bobath concept-Yes	<p>Importance 3-5 / Neurologic concept / Education courses are available /</p> <p>Importance 3 / Mostly in Intensive care, is a position technique (there are even more of this techniques)</p>	<b>Keep</b>
11.	Breathing care-Yes	<p>Equipment control / More in intensive care /</p> <p>Importance 5 / Observation, Intensive care</p>	<b>Keep</b>
12.	Check vital signs-Yes	<p>Importance 5 / Important, could be divided into the different vital signs</p> <p>Importance 5 / Is a parent task for the different vital signs</p>	<b>Keep</b>
13.	Collection of care needs-Yes	<p>Importance 5 / Assessment -&gt; Documentation -&gt; care targets</p> <p>Importance 5 / Care needs -&gt; ADL's / Anamnesis /</p>	<b>Keep</b>
14.	Computer Skills-Yes	<p>I would suggest to use "working with computer" instead of "skills"</p> <p>to be deleted</p> <p>to be deleted</p>	<b>Keep</b>
15.	Incontinence and extremities care-Yes	<p>Should be renamed: incontinence /</p> <p>Importance 2-4 / Mainly in elderly care or</p>	<b>Keep</b>

		<p>for paraplegics</p> <p>Importance 4 / = incontinence, Mostly in elderly care</p> <p>This task is important in every part of the nursing process not just in the care of elderly people.</p>	
16.	Contributing to the development, implementation and review of the nursing strategy-Yes	<p>Maybe in nursing science</p> <p>Nursing science</p>	<b>Keep</b>
17.	Cooperate with doctors, therapists and other professionals-Yes	<p>it is duplicated we had it before"Collaboration with other professional groups";;duplicated: Collaboration with other professional groups / ;duplicated</p>	<b>Keep</b>
18.	Coordinating the entire care process of patients-Yes	<p>Importance 2 / Clinical pathway's and case management / Mainly for processes like operations, other processes are not that predictable /</p> <p>Importance 5</p>	<b>Keep</b>
19.	Coordination of care measures-Yes	<p>Do you mean care evaluation?;;to be deleted</p> <p>Importance 5</p>	<b>Keep</b>
20.	Correct reception of patients-Yes	<p>Importance 5 / Social competence, customer orientation</p>	<b>Keep</b>

		Importance 5 / Social competence	
21.	Delivery of psychosocial support-Yes	Is done by specialists or volunteers Importance 5 / Done by an expert or through empathy ability	<b>Keep</b>
22.	Delivery of terminal care-Yes	Importance 5 / Manly important in hospice care Importance 3-4 / Elderly Care or palliative care	<b>Keep</b>
23.	Eating and drinking care-Yes	A part of Basic care ;basic care  There should be a link to the daily living activities (in German: Die Aktivitäten des täglichen Lebens-ATL).	<b>Keep</b>
24.	Ensure all patients have been assessed appropriately-Yes	Importance 5 / Means documentation (important); What does this mean? / Should be divided into: / evaluation / documentation /	<b>Keep</b>
25.	Ensure the ongoing safety of residents, staff and visitors through systematic assessment, monitoring and reviewing processes-Yes	Should be divided! / Is done by an quality assurance representative /  What does this mean? / Is done by a quality manager, or means disaster management (fire) or handling special patients (e.g. infections)	<b>Keep</b>

26.	Evaluate diagnostic tests to identify and assess patient's condition-Yes	Is a doctors task Evaluation is done by a doctor, but it is also a nursing task, maybe reformulate this task	<b>Keep</b>
27.	Checking pupils-Yes	Is a doctors task / Should be replaced with checking pupils (a nursing task) / Does this mean vigilance? E.g. checking pupils?  Yes, it is a vigilance test.	<b>Keep</b>
28.	First aid-Yes	Importance: 3-5 / Intensive care;Importance 5	<b>Keep</b>
29.	Have a sound understanding of the Care Standards and be able to adapt to different working environment-Yes	Should be divided: / Have a sound understanding of the Care Standards. (importance 5) / (internal standards of the hospital) / Be able to adapt to different working environment (importance 3) / (is more an ability) / Importance 5-4 / Should be divided: / Have a sound understanding of the Care Standards / be able to adapt to different working environment	<b>Keep</b>
30.	Hygienic care-Yes	Importance 5 / synonym for indection control  Importance 5	<b>Keep</b>
31.	Infection control (e.g.,	e.g. Blood or MRSA screening	<b>Keep</b>

	Blood or MRSA screening)-Yes		
32.	Infusion and transfusion assistance-Yes	Importance 4-5 Importance 3-4 / Divide into / Infusion / Transfusion / Not only assistance! /	<b>Keep</b>
33.	Intensive care-Yes	Is a parent task / should be divided into subtasks / Specialty	<b>Keep</b>
34.	Interviews with family members-Yes	Importance 3 Importance 3-4 / Work with relatives	<b>Keep</b>
35.	Kinaesthetics-Yes	Importance 4-5 / Means how to work secure e.g. to favor your back Importance 5 / Hard to implement because of time	<b>Keep</b>
36.	Mouth and teeth care-Yes	Basic care;Basic care	<b>Keep</b>
37.	Neurological care-Yes	it is not an activity. it is knowledge or field. I would suggest to rewrite it as neurological care ;;is no task / to be deleted;no task, to be deleted	<b>Keep</b>
38.	Consulting	Do you mean participation in a group meeting? Importance 5 / What does this mean? / Consulting is a core competence and it is	<b>Keep</b>

		really important / ;What does this mean?	
39.	Post-operative care-Yes	Importance 5 / Important in surgical wards and neurology stations Importance 5 / Subtasks are: check vigilance, vital signs.. / Is more treatment care /	<b>Keep</b>
40.	Preoperative care-Yes	Importance 5 / Means preoperative care Importance 5 / Means Preoperative care. / Treatment care /	<b>Keep</b>
41.	Pulmonary function tests-Yes	Different professional group;doctors task;Specialty	<b>keep</b>
42.	Register, transfer and discharge of the patients-Yes	doctors task Importance 5 / Decision is made by a doctor / Implementation by nurse /	<b>Keep</b>
43.	Responsible (together with doctors) for the coordination of medical investigations to speed up the correct diagnosis and the initiation of treatment-Yes	doctors task;Does this mean coordination? / Importance 5	<b>Keep</b>
44.	Skin and body care, dress-Yes	::Basic care;Basic care	<b>Keep</b>
45.	Skin, Venereal Diseases	doctors task	<b>Keep</b>

	(care assistant)-Yes	Importance 1-2 / Divide this tasks	
46.	To order, store, check, prepare and administer (special) food-Yes	in a normal hospital this is done by industry Importance 1-5 / in private clinics this is done by a nurse. In normal hospitals by assistance	<b>Keep</b>
47.	To participate in the teaching of relevant information and knowledge to care staff-Yes	Importance 3-4 / Education and training is important Importance 3-4 / Means education and training	<b>Keep</b>
48.	Venipuncture-Yes	Importance: hard to say / e.g. taking blood / this is a doctors task but in Germany it can be delegated to a nurse / ;Importance 5 / e.g. Taking blood	<b>Keep</b>
49.	Wound care-Yes	Importance 4 / Manly in Intensive care Importance 4 / Treatment care	<b>keep</b>
50.	Ability to work autonomously-Yes	it is an ability not activity!;;is an ability, should be deleted;to be deleted	<b>Delete</b>
51.	Acting as a visible and positive role model by ensuring that the organizations values are translated into practice - Yes	it is not clear for me!it is not an activity.;;to be deleted;to be deleted	<b>Delete</b>

52.	Ambulant care-Yes	Importance: 5 / ambulant care > stationary care;to be deleted / Means care at home (mostly elderly care) is no nursing task	<b>Delete</b>
53.	Assist in arrangements for fund raising-Yes	why I should do it as a nurse?;;to be delted;to be deleted	<b>Delete</b>
54.	Audiometrics-Yes	;;to be deleted;to be deleted	<b>Delete</b>
55.	Biometrics-Yes	;;to be deleted;to be deleted	<b>Delete</b>
56.	Care of stroke patients-Yes	;Depends on the patient.;Duplicated -> see (13) bobath concept  Importance 1-5 / Important in Stroke Units and emergency care	<b>Delete</b>
57.	Carry out ongoing assessments to determine individual needs and assist with the formulation of personal care plans-Yes	Do you mean nursing care plan?;;to be delted;to be deleted	<b>Delete</b>
58.	Carrying out diverse domestic tasks (in collaboration with care experts)-Yes	it is not clear for me that what is the domestic tasks?!;;to be delted;to be deleted	<b>Delete</b>
59.	Children under your care are assessed -Yes	Importance 5 / Mainly important in children's hospital.;to be deleted: / Is an separated education (child nurse)	<b>Delete</b>

60.	Collaboration with other professional groups-Yes	Importance 5;Importance 5	<b>Delete</b>
61.	Conduct medical rehabilitation-Yes	Mainly important in rehabilitation Clinics but also in Neurology;Rehab clinics -> delete this	<b>Delete</b>
62.	Contributing to the living climate of patients-Yes	What does this mean?;What does this mean?	<b>Delete</b>
63.	Customer service oriented (for residents and clients)-Yes	it is not an activity, it is more ability;;duplicated;duplicated	<b>Delete</b>
64.	Deputising for the Lead Nurse and Support Manager in their absence -Yes	to be deleted / Is done by a proxy;delete this / Station supervisor has an proxy	<b>Delete</b>
65.	Developing and maintaining positive and effective relationships with customers, team members, visitors and other external professionals/agencies-Yes	it is not an activity, it is more ability;;to be deleted ;delete this	<b>Delete</b>
66.	Ear, Nose and Throat (care assistant)-Yes	Do you mean care of Nose and Throat?;;to be deleted ;delete this	<b>Delete</b>
67.	Evaluating and carrying out triage with regard to	This task is manly found in disaster situations / Should be replaced with	<b>Delete</b>

	specialized elderly care- Yes	emergency planning, every hospital should have an emergency plan / ;delete this. / Disaster Situations	
68.	Formulate and implement nursing care plans and ensure that care is provided in accordance with the care plan-Yes	it is duplicated;;to be deleted;to be deleted	<b>Delete</b>
69.	Good knowledge of pathology-Yes	it is not activity it is knowledge as mentioned.;Knowledge according to the education;knowledge != tasks, delete this;to be deleted	<b>Delete</b>
70.	Guidance of pregnant women and new mothers-Yes	Is done by midwives;Is done by a midwife	<b>Delete</b>
71.	Human resource management-Yes	it is a supervisory task.;;to be deleted;to be deleted	<b>Delete</b>
72.	Keeping abreast of developments in nursing-Yes	it is duplicated."Have a sound understanding of the Care Standards and be able to adapt to different working environment";;to be deleted;to be deleted	<b>Delete</b>
73.	Leadership-Yes	it is a supervisory task.;;is an ability - to be deleted;to be deleted	<b>Delete</b>
74.	Maintain accurate, detailed reports and	Duplicated with documentation	<b>Delete</b>

	records-Yes	Importance 5 / means Documentation /	
75.	Marketing-Yes	it is a supervisory task.;;to be deleted;to be deleted	<b>Delete</b>
76.	Movement care-Yes	it is duplicated. "Kinaesthetics";;Should be: Movement care / Patient mobilization. / see Basic care and Kineasthetics;Importance 5 / combine: / Movement care / Patient mobilization	<b>Delete</b>
77.	Office and administrative work (basic knowledge)-Yes	it is duplicated.;;to be deleted;to be deleted	<b>Delete</b>
78.	Patient mobilization-Yes	it is duplicated.;;see Movement Care;see Movement care	<b>Delete</b>
79.	Patient monitoring-Yes	it is duplicated."check vital signs";;see check vitals;is duplicated -> Observation	<b>Delete</b>
80.	Practice maximum integrity in all dealings with resident's personal and financial affairs, and avoid abuse of the privileged relationship which exists with residents -Yes	it is not a task!;;to be deleted;to be deleted	<b>Delete</b>
81.	Prepare the patient for diagnosis-Yes	Means patient briefing and is a doctors task / delete this;Importance 4-5 / More after a diagnosis!	<b>Delete</b>

82.	Providing advice-Yes	::Duplicated;to be deleted	<b>Delete</b>
83.	Providing support for nursing questions-Yes	it is unclear;;to be deleted;to be deleted	<b>Delete</b>
84.	Radiology-Yes	it is a field not a task;Different professional group;to be delted;to be deleted	<b>Delete</b>
85.	Responsible for carrying out general/ mental health nursing duties to your allocated caseloads- including the overall well being of service users-Yes	it is unclear;;to be delted;to be deleted	<b>Delete</b>
86.	Shift management-Yes	it is duplicated.from "nursing plan";;to be deleted;to be deleted	<b>Delete</b>
87.	Specialized care-Yes	what is this "Specialization". we had some specialization before such as radiology, neurology,...;;what does it mean? to be deleted;to be deleted	<b>Delete</b>
88.	Strong communication skills - both written and verbal-Yes	it is skill.;;to be deleted;to be deleted	<b>Delete</b>
89.	Supporting doctors in receiving patients who have been involved in an accident-Yes	it is duplicated."intensive care";;to be deleted;to be deleted	<b>Delete</b>

90.	Surgery (care assistant) (basic knowledge)-Yes	it a field.;;to be deleted;to be deleted	<b>Delete</b>
91.	Testing blood-Yes	;;Is done by a laboratory;to be deleted	<b>Delete</b>
92.	The care of children under your care is implemented-Yes	it is duplicated.;;to be deleted;to be deleted	<b>Delete</b>
93.	To actively take every opportunity to encourage Health Promotion and provide Health Education and information as appropriate to the individual needs of each resident-Yes	do you mean "providing advice"?;;to be deleted;to be deleted	<b>Delete</b>
94.	To assess a high personalised standard of residential care which meets the individual needs of residents and the high standards expected at the organization-Yes	it is duplicated.;;Means documentation and evaluation, so it is duplicated. / to be deleted;to be deleted	<b>Delete</b>
95.	To assess resident care in order to achieve the highest standards of contemporary care-Yes	Means documentation and evaluation, so it is duplicated. / to be deleted;to be deleted	<b>Delete</b>

96.	To develop and maintain specialist skills in order to provide the highest standard of assessment, planning, implementation and evaluation of individualized patient care-Yes	it is duplicated.;;to be deleted; to be deleted	<b>Delete</b>
97.	To order, store, check, prepare and administer medication in accordance with policy-Yes	it is duplicated.;;to be deleted; to be deleted	<b>Delete</b>
98.	To promote and ensure the good reputation of the home and organization at all times-Yes	it is not a task.;;to be deleted; to be deleted	<b>Delete</b>
99.	Treatment care in the discipline-Yes	it is unclear.;;to be deleted; to be deleted	<b>Delete</b>
100.	Ventilation-Yes	it is duplicated.;;to be deleted; duplicated	<b>Delete</b>
101.	Working hygienically-Yes	it is duplicated.;;to be deleted; duplicated	<b>Delete</b>
102.	Working in crisis and disaster situations-Yes	it is duplicated.;;to be deleted; to be deleted	<b>Delete</b>

