

## Telepresenter Competency Check List - (RN)

CRITICAL ELEMENTS	MET	NOT MET
States facility's procedure for telemedicine scheduling, room and staffing reservations		
Maintains confidentiality, video and audio privacy during a telemedicine consult. Introduces those present at both locations		
Educates patient on the telemedicine process and obtains informed consent according to facility policy		
Assists with patient examination <ol style="list-style-type: none"> <li>1. Specialty forms are completed and faxed as needed</li> <li>2. Faxes or enters electronically patient information as needed</li> <li>3. Prepares patient for exam               <ol style="list-style-type: none"> <li>a. Performs assessment specific to specialty and presenting problem</li> <li>b. Assesses clothing and has patient put on gown as needed</li> <li>c. Positions patient for best viewing of the patient and patient condition</li> </ol> </li> <li>4. Assists with exam at direction of specialty provider</li> </ol>		
Maintains medical record <ol style="list-style-type: none"> <li>1. Admits patient according to facility policy</li> <li>2. Documents according to facility policy</li> <li>3. Documents patient seen by telemedicine, provider and those present</li> </ol>		
Discharge planning <ol style="list-style-type: none"> <li>1. Provides discharge instructions as needed</li> <li>2. Schedules any follow-up appointments or additional testing as needed</li> </ol>		
Assists in data collection, evaluation and performance improvement <ol style="list-style-type: none"> <li>1. Maintains logs as required</li> <li>2. Provides patient satisfaction survey</li> <li>3. Reports any patient complaints or adverse outcomes according to the facility's policy</li> </ol>		
Can move and set up equipment according to procedure <ol style="list-style-type: none"> <li>1. Turn off video equipment as necessary before moving</li> <li>2. Unplug power and network from source</li> <li>3. Moves video cart to designated area</li> <li>4. Plugs into appropriate network and power sources</li> <li>5. Position in room for best viewing for and by the patient</li> <li>6. Turns video unit on</li> <li>7. Places microphone near presenting area</li> <li>8. Adjusts camera and establishes pre-sets as needed</li> </ol>		

CRITICAL ELEMENTS	MET	NOT MET
Operates video equipment using remote control <ul style="list-style-type: none"> <li>1. Place a video call</li> <li>2. Adjust near end camera</li> <li>3. Zoom near end camera</li> <li>4. Adjust display or picture in picture (PIP) as needed</li> <li>5. Adjust volume</li> <li>6. Mute and un-mute</li> <li>7. Change video sources</li> <li>8. Establish pre-sets</li> <li>9. Perform basic trouble shooting of video equipment               <ul style="list-style-type: none"> <li>a. Reboot system</li> <li>b. Check cables and connections</li> <li>c. Check volume status and microphone placement</li> </ul> </li> </ul>		
Operate examination camera <ul style="list-style-type: none"> <li>1. Attach (if necessary) to video unit according to procedure</li> <li>2. Perform white balance</li> <li>3. Adjust zoom</li> <li>4. Freeze frame as needed</li> <li>5. Adjust for reflection as needed.</li> <li>6. Properly position patient for best viewing of condition</li> <li>7. Change lens as needed</li> <li>8. Performs troubleshooting of exam camera               <ul style="list-style-type: none"> <li>d. Verify power and light source are on</li> <li>e. check connections</li> <li>f. verify correct video source on video equipment</li> </ul> </li> </ul>		
Uses stethoscope correctly <ul style="list-style-type: none"> <li>1. Connect stethoscope to video unit or computer according to procedure as needed</li> <li>2. Properly prepare patient for easy access to area</li> <li>3. Holds chest piece properly to minimize background noise</li> <li>4. Properly positions chest piece to promote appropriate assessment.</li> <li>5. Troubleshoot stethoscope               <ul style="list-style-type: none"> <li>a. check connections</li> <li>b. adjust volume</li> </ul> </li> </ul>		
14. Complies with facility infection control policy		

[  ] PASSED[  ] NEEDS TO REPEAT

NAME \_\_\_\_\_

VALIDATED BY: \_\_\_\_\_ DATE: \_\_\_\_\_