

## 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 1. Place a video call 2. Adjust near end camera 3. Zoom near end camera 4. Adjust display or picture in picture (PIP) as needed 5. Adjust volume 6. Mute and un-mute 7. Change video sources 8. Establish pre-sets 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>		
Operate examination camera 1. Attach (if necessary) to video unit according to procedure 2. Perform white balance 3. Adjust zoom 4. Freeze frame as needed 5. Adjust for reflection as needed. 6. Properly position patient for best viewing of condition 7. Change lens as needed 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>		
Uses stethoscope correctly 1. Connect stethoscope to video unit or computer according to procedure as needed 2. Properly prepare patient for easy access to area 3. Holds chest piece properly to minimize background noise 4. Properly positions chest piece to promote appropriate assessment. 5. Troubleshoot stethoscope <ul style="list-style-type: none"> <li>a. check connections</li> <li>b. adjust volume</li> </ul>		
14. Complies with facility infection control policy		

PASSED

NEEDS TO REPEAT

NAME \_\_\_\_\_

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