Memorandum

TO: Students Enrolling in VNSG 1461 for Spring 2026

FROM: Level Two Faculty

DATE: 12/3/2025

RE: **LEVEL 2 MANDATORY SKILLS COMPETENCY CHECK-OFF**

On **Thursday**, **1/29/2026** you will take a required skills competency check-off for VNSG 1461. This check-off will be conducted in a similar format as the skills practicum check-offs in Level 1. However, unlike Level 1, scenarios are **NOT** given out ahead of time.

You will be given a patient scenario and asked to complete several skills and a focused assessment within 45 minutes. You will have a 15-minute time period for preparation prior to beginning the check-off. During your 15 minutes of preparation, you should:

1. Read the patient scenario
2. Review the patient's chart including physician orders and lab results
3. Verify that the MAR is correct compared to physician orders
4. Pull any medications and
5. Obtain all equipment needed for your scenario

Your 45 minutes will begin when you arrive at your patient bedside. You will receive a 5-minute warning at 40 minutes.

Bring your lab pack to the competency check-off.

In order to be prepared for this check-off, we strongly recommend that you review all skills. Critical skills such as medication administration (PO, topical, parenteral, Sub Q, and IM), physical assessment (general and focused), catheterizations and dressing changes are potential skills that you may be asked to demonstrate.

On **Thursday 1/22/26**, you will have a "skills blitz" in the lab where you can practice all of these skills. **Bring your lab pack to the lab. This is mandatory and counts as a clinical day.**

Be aware that the check-off is considered a clinical day and all clinical policies apply as outlined in the VNG Student Handbook and the VNSG 1461 syllabus, including uniforms, behaviors, and attendance.

The check-off will be graded on a pass/fail basis and you will be allowed *three* attempts to successfully pass the check-off. **An absence will be counted as a failed attempt**. **This is a clinical day and all policies are in effect for tardies and absences. If you are tardy to your assigned time, you will be moved to a later check off time. If you arrive after check offs are ending/completed, you will not be able to check off and this will count as an attempt**.If unsuccessful on the third attempt, you will not be allowed to progress in the course and will be withdrawn from all courses and the VNG program.

If a third attempt is required, the student will either be observed by two instructors or have their check-off recorded.

Please refer to Blackboard for the assessment and medication forms that will be used during check offs. Use these as a guide when practicing.

The lab will be open for students to practice during your break. Please go to **the Nursing Skills Lab calendar** to obtain availability of the nursing skills lab.

If you have any questions regarding this check-off please ask any of the Level Two faculty.

Have a safe and happy break. We will see you on the first day of classes, Tuesday 1/20/2026.