## Nursing Informatics Competencies

### Keyboarding Rubric

Name:

| **Criteria** | **4 – Always** | **3 – Most of the Time** | **2 – Some of the Time** | **1 – Seldom** |
| --- | --- | --- | --- | --- |
| **Upper Body Posture:**Back aligned straight. Body is within handspan of keyboard. |  |  |  |  |
| **Lower Body Posture:**Hips touch back of chair. Feet are flat on the floor. |  |  |  |  |
| **Hand/Finger Position:**You demonstrate correct hand position over home row. You strike keys with tips of fingers. |  |  |  |  |
| **Palm position:**You keep palms off of desk and/or keyboard. |  |  |  |  |
| **Typing Rhythm:**You maintain a steady typing rhythm. |  |  |  |  |
| **Accuracy:**Your finished work is at an accuracy rate of 90% or greater. |  |  |  |  |
| **Speed:**You maintain an average typing pace of 40 words per minute. |  |  |  |  |
| **Total Score** |  |

If you score above 23 points, you probably have the skill level you need.

If you score between 19 and 22, you have some skill but need more practice.

If you score below 19, you need more training and practice.

**Self-Assessment Reflections:**