

Worksheet for Identifying Ongoing Competencies

Job Class _____ Dept./Area _____ Date _____

Step 1: Brainstorm staff needs in each of the categories listed below.

Step 2: Prioritize those needs and choose which ones the organization will focus on.

<i>Competency Needs:</i>	<i>Priority: Hi - Med - Lo</i>
What are the NEW procedures, policies, equipment, initiatives, etc. that affect this job class	
What are the CHANGES in procedures, policies, equipment, initiatives, etc. that affect this job class	
What are the HIGH RISK aspects of this job. <i>High risk is anything that would cause harm, death, or legal action to an individual or the organization.</i>	
What are PROBLEMATIC aspects of this job. <i>These can be identified through quality management data, incident reports, patient surveys, staff surveys, and other form of evaluation (formal or informal).</i>	

Age Specific: Are there any age-specific aspects in any of the priority areas listed above? Add age-specific aspects to a competency selected above rather than creating a separate age specific competency.

Prioritization: Use the following guidelines to identify high priority competencies.

- Competencies that fall in more than one box on the worksheet
- Procedures that are high risk and low volume
- Competencies that are time sensitive (the competency includes a rapid response)
- Seclusion and Restraint
- Identified as high risk by QI indicators (incident reports, patient or staff surveys, etc.)
- Competencies that have a high outcome for the client or patient