

Ambulatory Annual Competencies

2023-2024: Ambulatory Annual Competency Reference Guide for Managers

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This guide outlines the steps to ensure both education and competency needs are documented for the 2023-2024 validation period (FY 2024). Annual competencies and ongoing education for our nursing and clinical staff are essential to our ability to provide exceptional patient care. Our commitment to excellence in healthcare relies on your dedication to continuous learning and professional development.

Why Annual Competencies Matter:

1. **Patient Safety:** Annual competencies ensure that our nursing and clinical team is well-prepared to meet the evolving needs of our patients. Regular assessments and updates in clinical skills are fundamental to maintaining patient safety.
2. **Quality Care:** We're committed to delivering the highest quality of care to our patients. Competency assessments help identify areas where improvement may be needed based on identified metrics, leading to better patient outcomes.
3. **Regulatory Compliance:** As an organization, we are required to maintain documented evidence of staff competencies. Compliance is essential to our reputation and continued operation.

Our Commitment to You:

We understand that annual competencies and education require time and effort, and we appreciate your dedication to this important task. We are committed to supporting the professional growth and development of your nurses and clinical team members by providing you with online educational modules and hands-on training as needed.

When do annual competencies have to be completed?

June 30th of each fiscal year (FY)

For example, FY24 competencies must be completed by June 30, 2024

If I just updated OCA forms do I still need to complete annual competencies?

Yes, annual competencies are required for all team members hired prior to April 1st of the current fiscal year

Completion of annual competency records (ACR) are required yearly and have a limited focus vs. onboarding competency assessments (OCA) which are generalized skills based on scope of practice that are required for the role and should be completed with initial hire.

Are education and annual competency requirements the same?

No, education requirements are completed through Workday Learning modules and are documented in the learning management system (LMS).

Competency validation is done through assessment and documented on the Annual Competency Record (ACR) form.

What education modules are required and for whom?

[AMB Education Grid FY24](#)

How are modules assigned to team members?

As the manager, it is your responsibility to assign the required educational modules (outlined in the education grid) that are relevant to your practice setting and your team members and verify that employees complete the HR-assigned annual competency.

How many annual competencies are required?

In addition to the mandatory required competencies listed on the ACR, clinics should identify 3-5 additional competencies, based on their highest priority needs.

How do I identify competencies for my team?

[Identifying Annual Competencies](#)

Do competencies have to be different for nurses vs. unlicensed staff?

RN/LPN/MA/PCT each have their own form template; however, a competency statement can be replicated across roles as long as it is within scope.

Ex: All clinical team members trained on a new piece of equipment.

Are there competencies that are mandatory?

Competencies that are required by the organization are pre-populated on the annual competency forms.

Ex: Point of Care Test

Where do I get annual competency record (ACR) forms?

Download from Workday or the links below

- [AMB RN ACR](#)
- [AMB LPN ACR](#)
- [AMB MA ACR](#)
- [AMB PCT ACR](#)

Do completed annual competency forms get uploaded into Workday?

No, the annual competency forms should be stored as a hard copy that is accessible for validation by the preceptor/manager.

Who should I contact with questions?

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Conclusion

Your commitment to annual competencies and ongoing education is not just an expectation but a cornerstone of our organization's success. It ensures that we provide the best possible care to our patients and remain at the forefront of healthcare excellence.

Thank you for your dedication to our patients and the professional growth of your team members. Together, we will continue to make a positive impact on the lives of those we serve.