

Annual Competencies Manager Guide

2024-2025: Annual Competency Reference Guide

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This guide outlines the steps to ensure both education and competency needs are documented for the 2023-2024 validation period. As we continue our mission to provide exceptional patient care, it's crucial to emphasize the significance of annual competencies and ongoing education for our nursing and clinical staff. 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, 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. 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 30, 2025

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

Yes, annual forms are required yearly and have a limited focus vs. onboarding competency assessment (OCA) which are generalized skills based on scope of practice that is required for the role and should be completed upon initial hire.

Are Education and 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/return demonstration and documented on the competency management forms.

What Educational Modules are Required?

[FY25-AMB-Annual-Education-Grid-3-4-24-\(Final\).pdf](#)

[FY-2025-RequiredNursingEducModules-Form---Inpatient-\(3-4-25\)..pdf](#)

How do my members get assigned modules?

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

How many annual competencies are required?

Annual competencies should be limited to 3-5 of the highest priority needs.

How do I identify competencies for my team?



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.

*****Time Saver Tip:** If you have a competency statement that needs to be added to everyone's ACR after printing the initial form use a sheet of labels to print the competency statement so you don't have to rewrite it 60 times.

Example:

Demonstrates use of Hover Jack according to SOP	Demonstrates use of Hover Jack according to SOP	Demonstrates use of Hover Jack according to SOP
Demonstrates use of Hover Jack according to SOP	Demonstrates use of Hover Jack according to SOP	Demonstrates use of Hover Jack according to SOP
Demonstrates use of Hover Jack according to SOP	Demonstrates use of Hover Jack according to SOP	Demonstrates use of Hover Jack according to SOP
Demonstrates use of Hover Jack according to SOP	Demonstrates use of Hover Jack according to SOP	Demonstrates use of Hover Jack according to SOP

Are there competencies that are required?

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

Ex: Point of Care Test

Where do I get the competency forms?

[Home - Center for Nursing Excellence](#)

Do annual competency forms get uploaded into Workday?

No, all of your annual competency records (ACR) for the fiscal year should be kept together and easily accessible by your validators.

At the end of the fiscal year, the forms should be stored in the employee's file.



Who do I reach out to if I have questions?

Nursing Professional Development Services

NPDSERVICES@uvahealth.org

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, your profession, and your personal growth. Together, we will continue to make a positive impact on the lives of those we serve.