

Clinic Guide to Identifying Annual Competencies

*These are in addition to organizational required competencies

Worksheet for Identifying Ongoing Competencies	
Job Class:	
Department/Clinic:	
Date:	
Step 1: Brainstorm job class needs in each of the categories listed below.	
Step 2: Prioritize those needs and choose which ones will be a focus for the team this competency cycle	
Potential Competency Needs	Priority:
What are the NEW procedures, policies, equipment initiatives, etc. that affect this job clas?	<i>Hi-Med-Lo</i>
What are the CHANGES in procedure, policies, equipment, initiatives, etc. that affect this job class?	
What are the HIGH-Risk aspects of this job? (High-risk is anything that would cause them harm, death or legal action to an individual or the organization.)	
What are the PROBLEMATIC aspects of this job? (These can be identified through quality monitoring, incident reports, patient surveys, staff surveys, and any other form of formal or informal evaluation.)	
Try to limit your focus to 3-5 competencies each year.	
Selecting more than 3-5 can be confusing and overwhelming for both staff and leaders.	
Consider age-specific, cultural specific, and other population-specific aspects of the job.	



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Prioritizing your identified competency needs

1. Do any of the competencies you have listed on the worksheet appear in more than one box? (i.e., the competency is **NEW** and **HIGH-RISK**, or is both **CHANGING** and **PROBLEMATIC**.) These will have a higher priority. If it is both **HIGH-RISK** and Problematic, definitely make it a priority.
2. What are the outcomes (or results) of the competencies listed on the worksheet? If the competency has a strong effect on the patient, customer, or employee, make it a priority. If the effect of the competency is low or small, do not select this item.

Things to keep in mind

- These guidelines specifically help you prioritize the high-risk category of the worksheet. During your brainstorming, some job classifications can generate 10, 20, or even more items. Unfortunately, it is neither cost-effective nor achievable to assess such a large list.
- Consider if the competency identified needs to be added to or developed into a policy or standard operating procedure (SOP).
- The selected competencies are in addition to the organizational annual competencies (ex: POCT) [Competency - Nursing Center for Excellence](#)

Reference:

Wright, D. (2021). *The Ultimate Guide to Competency Assessment in Health Care* (4th ed.). Creative Health Care Management.