

**Clinic Guide to Identifying Annual Competencies**

\*These are in addition to organizational required competencies

**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) [Nursing Annual Competencies and Education, CVR Repository — UVA Health System (virginia.edu)](https://www.medicalcenter.virginia.edu/intranet/NPDS/competency-annual-mandatories)

**Reference:**

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