

WCHO		<i>Policy and Procedure</i>		
Department Human Resources		# of Pages: 3		
Policy Name COMPETENCY ASSESSMENT		Type of Policy: [<input checked="" type="checkbox"/>] WCHO [<input type="checkbox"/>] Regional [<input type="checkbox"/>] Network		
Policy Number 05.001	Effective Date	Revision Date	Approval Date	
Administrative/Board of Directors Sign Off				
Administrative Signature:			Date:	
Board of Directors Signature:			Date:	

I. PURPOSE

To establish a policy which provides the assessment of competencies and professional staff development for those staff with job descriptions and receiving regular, ongoing supervision.

II. APPLICATION

All WCHO employees who receive regular, ongoing supervision, with, job descriptions.

III. DEFINITIONS

Ongoing Clinical Supervision: Supervision provided to regular full time employees with a job description. Resident Doctors from the University of Michigan fall under this category as they receive regular supervision by the Medical Director of Washtenaw Community Health Organization and receive ongoing competency evaluation as part of their educational training.

Certificate of Licensure: Document issued by the Sate of Michigan as evidence of authorization to practice and use of a designated title.

Certificate of Registration: Document issued by the State of Michigan as evidence of authorization to and use of a designated title.

IV. POLICY

There shall be an organized mechanism which:

1. Assesses the competency of all employees of the WCHO.
2. Ensures that all employees of the WCHO have the necessary competencies to perform the duties outlined in individual job descriptions.

3. Ensures that clinical staff of the WCHO have the clinical competencies necessary to provide clinical services.
4. Identifies which areas of staff training are needed.

V. EXHIBITS

None

VI. REFERENCES

- A. JCAHO Health Network Standards
- B. WCHO Supervision Policy
- C. Washtenaw County Professional Development Program
- D. Washtenaw County Business Improvement Process
- E. WCHO strategic Planning Document
- F. Washtenaw County Employee Evaluation

VII. PROCEDURES

<u>WHO</u>	<u>DOES WHAT</u>
WCHO Supervisor	<p>Obtains copies of any relevant certification, licensure and registration for employees providing clinical services.</p> <p>Verifies on the state web site certification, licensure or registration is current.</p> <p>Verifies references and documents in personnel file as to the current competency of employee.</p> <p>Provides new WCHO employee with Competency Notebook at time of WCHO orientation.</p> <p>Reviews contents of notebook.</p>
WCHO Employee	<p>Completes a self assessment and professional development plan.</p>

<u>WHO</u>	<u>DOES WHAT</u>
WCHO Supervisor	Reviews with employee work plan for the upcoming year.
	Signs off attesting the employee is competent to perform duties.
	Conducts regular, supervision meetings according to Criteria outlined in Supervision policy.
	Documents supervision on supervision form and gives one copy to employee.
WCHO Employee	Maintains copies of supervision in notebook.
WCHO Supervisor	Completes an annual evaluation.
	In section Duties related to Position, formally assesses competencies observed over the previous year.
WCHO Employee	At time of evaluation, updates professional development assessment, professional development plan and develops employee work plan, identifying the competencies needed for the duties.
WCHO Supervisor	Reviews work plan with employee and confirms competency of employee.
WCHO Employee	Utilizes Professional Development Program and trainings offered through aggregate assessment of training/support need to address any deficiency in competencies are further enhance skills and competencies.