

## FACILITY NAME

### Competency Assessment Program

**DATE:** October 2, 2017

**POLICY:** Employees and contractors in all departments will participate in an ongoing program to assess and demonstrate knowledge, skills and judgements required to perform job duties.

**PURPOSE:** Assure that all staff providing care and services is competent to do so.

**PROCEDURE:**

- a) The comprehensive, facility-wide competency assessment program will include the following elements:
  - 1) Pre-employment screening\*
  - 2) Self-assessment upon hire
  - 3) Orientation/onboarding\*\*
  - 4) In-service education\*\*\*
  - 5) On-going assessment of competence
- b) The Facility Assessment, performance appraisals, Department of Health survey findings and resident/family complaints will be utilized by the interdisciplinary management team to determine aspects of care for competency assessment in the coming year. Plans will be developed each year in December for implementation the following January.
  - 1) Planned activities should utilize a variety of assessment methods, including, but not limited to:
    - i. Return demonstration
    - ii. Observation in the work-setting, real-time or post completion (such as with a clinical record review), as appropriate
    - iii. Post-test/quiz
    - iv. Completion of a self-learning module
    - v. Courses which validate competence before awarding certificates of completion

- c) Ongoing assessment of competence will be the responsibility of each department manager or designee.
- d) Results of competency assessment exercises will be documented for each employee. Staff are expected to demonstrate B-level performance to be retained in the position for which competence is assessed.
  - 1) Staff must demonstrate competence on new equipment before using it to provide resident care.
- e) Aggregate results of competency assessment exercises will be reported by each department manager on a quarterly basis and annually to the Quality Assessment and Assurance Committee. The Committee is tasked with recommending needed adjustments to elements of the program as indicated by aggregate results.

EXAMPLE FOR REFERENCE ONLY



## Competency Self-Assessment - LPN

Skill	Can Function Independently	Need Review	Have Not Done
Hand Hygiene			
Isolation Precautions			
Medication Pass – Feeding Tube			
Tracheotomy Care			
Apply Bi-PAP			
Venipuncture			
Remove Sutures/Staples			
Foley Catheter Insertion			
Hang IVs			
Stage Wounds			
CPR			
Injections			
Glucometer Checks			
Nebulizer Treatments			
Oxygen Therapy/Tank			
Warm Compresses			
Supervise Nurse Aides			
MDS Coding of ADLs			
Electronic Documentation			

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date \_\_\_\_\_

Follow-up

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Employee Signature\*

\*indicates comfort level functioning independently with all tasks listed



## COMPETENCY ASSESSMENT MASTER PLANNING DOCUMENT - INTEGRATED

Department	Competency Area	Discipline	Category	Schedule	Method	Integrate with
All	Hand Hygiene	All	HR, PP	Annually	O, D	AS - Process
All	Missing Resident Procedure	All	HR, LV	Annually	KT, D	R
All	Cultural Competence – Honoring Preferences	All	NP, LV	Annually	KT, O, SL	QA
Activities	Thickened Liquids	All	HR	1Q 2019	D	QA, R
Nursing	Care of Pressure Injuries - Dressings	RN, LPN	HR	4Q 2018	O, D	QA
	Foley catheter care/Peri Care	CNA	PP	1Q 2019	O, D	AS - Process
	ADL Coding	CNA	PP, C	End of Initial Period, Annually	KT, CR	CE
	Medical Necessity	Therapists	C	2Q 2019	CR	CE
	Documenting Skilled Services	RN, Therapist	C	4Q 2019	CR	CE
	Recognizing Sepsis	RN, CRNP	HR, C	4Q 2018	CR	QA, AS - Outcome
Dietary	HACCP	Cooks	HR	Annually	KT, O	QA
RNAC	MDS Coding Accuracy	RNAC, LPNAC, All other encoders	C	Annually	CR	QA, CE
	ICD-10 Coding	RNAC, Coders	C	Annually	CR	CE
Social Service	Discharge Planning	Social Workers	PP	3Q 2019	CR	QA, R

**COMPETENCY ASSESSMENT MASTER PLANNING DOCUMENT - INTEGRATED**

	Trauma-informed Approach – Care Plan	Social Workers, Activity Director	NP	4Q 2019	CR	QA
Laundry	Clothing Labeling	Laundry Aide, CNA	PP	3Q 2019	O	QA

Example for Reference Only

# Competency Validation Template

Name \_\_\_\_\_ Date \_\_\_\_\_

Elements of Performance * Critical Elements	Not Met	Met
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Passed \_\_\_\_\_ Requires Education \_\_\_\_\_ Validated by: \_\_\_\_\_

Education provided by: \_\_\_\_\_ Date: \_\_\_\_\_

Re-validated by: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_



## Education to Promote Competency

Training Area	Federal Requirements	State Requirements	Good Practice
General Orientation			
Position-specific Orientation			
Resident Rights	X	Including personal property rights, privacy, and dignity	
Person-centered Care	X		
Communication	Direct care staff		
Basic nursing skills	X		
Skin and Wound Care	X		
Medication Management	X		
Pain management	X		
Infection Control	X	X	
Standards, policies & procedures	X		
Change in Condition	X		
Transfers & positioning	X		
Tracheostomy/vent care	X		
Tube Feedings	X		
Incontinence/catheter care	X		
Behavioral Health	X	Psychosocial Needs	
Non-pharmacological interventions	X		
Psychosocial/emotional well-being	X		
Hospice	X		
Dialysis	X		
Abuse/Neglect/Exploitation and	X	X	
Misappropriation	X	X	
Prevention	X	X	
Reporting	X	X	
Cultural Competence	X		
Trauma-informed Approach	X		
Basic restorative services	X	X	
Compliance & Ethics	X		
Care of Cognitively Impaired	X		
Dementia	X		
Management & abuse prevention	X		
Reasonable Suspicion of a Crime	X		
Elements and goals of QAPI	X		
Functions of Food Service	X		

## Education to Promote Competency

Nurse Aides	X 12-hours per year		
Fire Prevention & Safety		X	
Accident Prevention		X	
Disaster Preparedness	X	X	
Resident Confidential Information		X	
HIPAA Privacy	X		
Skilled Documentation			X
ADL Coding			X
Customer Service			X