

*Worksheet for Identifying  
Ongoing Competencies*

Job Class \_\_\_\_\_  
 Dept./Area \_\_\_\_\_  
 Date \_\_\_\_\_

**Step 1:** Brainstorm staff needs in each of the categories listed below.

**Step 2:** Prioritize those needs and choose which ones the organization will focus on. (see page 27 for prioritization guidelines.)

<b>Competency Needs:</b>	<b>Priority:</b> <i>Hi-Med-Low</i>
What are the <b>NEW</b> procedures, policies, equipment, initiatives, etc. that affect this job class	
What are the <b>CHANGES</b> in procedures, policies, equipment, initiative, etc. that affect this job class.	

<b>Competency Needs:</b>	<b>Priority:</b> <i>Hi-Med-Low</i>
<p>What are the HIGH RISK aspects of this job. (High risk is anything that would cause harm, death or legal action to an individual or the organization.)</p>	
<p>What are the PROBLEMATIC aspects of this job. (These can be identified through quality management data, incident reports, patient surveys, staff surveys, and any other form of formal or informal evaluation.)</p>	

*Try to limit your focus to 10 or fewer competencies each year. Trying to focus on more than that can be confusing and overwhelming for both staff and leaders.*

**Reminder:**

Are there any age-specific<sup>1</sup> aspects in any of the priority areas listed above? Add age-specific aspects to a competency selected above, rather than creating a separate age-specific competency (see chapter 5).

<sup>1</sup>You can also consider cultural and other population-specific aspects.