

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.

Competency Needs:	<i>Priority: Hi-Med-Lo</i>
What are the NEW procedures, policies, equipment, initiatives, etc. that affect this job class?	
What are the CHANGES in procedures, policies, equipment, initiative, etc. that affect this job class?	
What are the HIGH RISK aspects of this job? <i>High risk is anything that would cause harm, death, or legal action to an individual or the organization.</i>	
What are PROBLEMATIC aspects of this job? <i>These can be identified through quality management data, incident reports, patient surveys, staff surveys, and any other form of evaluation (formal or informal.)</i>	

Try to limit your focus to no more than 6 competencies each year.

Trying to focus on more than that can be confusing and overwhelming for both staff and leaders.