

Competency Assessment Policy

POLICY STATEMENT

It is the policy of Lancaster General Hospital (“LGH”) to assure continual staff competency through the demonstration of proficiency in core knowledge, skills and practices necessary to provide safe, efficient and high quality patient care.

SCOPE

This policy includes all LGH staff.

PURPOSE

The purpose of this policy is to identify the requirements for competency assessment.

DEFINITIONS

LGH Staff: As appropriate to their roles and responsibilities, all people who provide care, treatment, or services in the organization, including those receiving pay (for example, permanent, temporary, part-time personnel, as well as contract employees), volunteers and health profession students. The definition of staff does not include licensed independent practitioners who are not paid staff or who are not contract employees.

STATEMENT

1. Competency will be assessed upon hire, during initial orientation, on an ongoing routine basis and as indicated by existing quality assurance measurements.
2. Competencies will include organization-wide competencies and role specific competencies.
3. A remediation process will be in place to address those staff members who have failed to meet competency expectations. Any staff member who has not successfully completed assigned competencies will have a written action plan developed. The manager will notify Human Resources and follow the current Corrective Action and Discipline Policy.
4. Competency verification will be documented for each staff member by assigned validators.
5. Competency records will be maintained in the staff member’s file throughout their employment with LGH. Upon termination of employment that file will be forwarded to Human Resources for long term storage according to the existing Retention of Hospital Records Policy.
6. Student competency is assessed and monitored by clinical instructors or preceptors. The level of student competency guides the level of oversight required during clinical education.

REFERENCES

1. The Joint Commission: TJC HR.01.06.01
2. Pennsylvania Department of Health: PA DOH 103.38 and PA DOH 109.52

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