

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:	Priority: Hi-Med-Lo
What are the NEW procedures, policies, equipment, initiatives, etc. that will affect this job?	
What are the CHANGES in procedures, policies, equipment, initiatives, 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 the 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>	

REMINDER: Are there any population-specific aspects in any of the priority areas listed above? Add population-specific aspects to a competency selected above rather than creating a separate population-specific competency.