

# Manager's Competency Checklist

\_\_\_ Identify unit specific competencies for next fiscal year using the Competency Assessment Form  
*Include method, rationale and domain for each competency listed.*

\_\_\_ Establish criteria for selecting validators

\_\_\_ Enroll NEW validators in *Validator Training* class (one hour class)

\_\_\_ Determine how you will validate the validators.

Possibilities include:

- Manager validates
- Validators validate each other
- Validator is deemed competent because he/she developed the competency test, checklist, case scenario, etc.

\_\_\_ Be prepared to produce, upon request of Human Resources or The Joint Commission, a copy of the Competency Assessment Form along with any templates of tests or checklists used for competency determination.

\_\_\_ Document completed competencies

\_\_\_ Competency Assessment Form maintained in employee file on the unit

\_\_\_ Remediation actions plans/outcomes/skills checklists maintained in employee file on the unit

\_\_\_ Verification of completed competencies recorded in Net Learning

**For any questions please contact your Educational Consultant.**