### PURPOSE

To outline the process of assessing professional and paraprofessional competence.

### POLICy

The competence of all organization clinical personnel will be assessed during orientation, during the probationary period and periodically throughout the course of the year. Educational activities will be based, in part, on the outcomes of the competency evaluation.

### Competency of supervisors and/or management staff will be assessed by the individual’s immediate supervisor and may include peer review as a component of the process.

#### Orientation and Probationary Period

1. As part of the orientation process, a preceptor will be assigned to each new person.
2. Using a Competency Skills Performance Checklist, and/or the Orientation Checklist, the preceptor will evaluate the required skills and activities.

#### Ongoing Assessments

1. Competency assessments will be completed at least one (1) time per year. Additional competencies may be required for performance issues, new technology, or other appropriate indications.
2. Using a Competency Checklist developed specifically for each clinical job category, the Clinical Supervisor or designee will evaluate the competence in performing and rendering care according to organization policies and standards of practice.
3. Clinical personnel will make a visit of like discipline annually for direct observation assessment.
4. Based on the identified clinical needs during reviews, the Inservice education plan will incorporate training on issues where trends and patterns are identified for all personnel.
5. Isolated episodes relating to individual performance will be addressed on an individual basis. Actions may include one-on-one counseling and/or mentoring, reviewing resource information, Inservice training or continuing education.