

COMPETENCY CHECKLIST

Purpose: These are the standards of the technical competencies necessary for performance and/or clinical practice. They supplement continuing education programs and the quality improvement program.

To meet competency standard the employee must demonstrate proficiency in performing the technical procedures safely as evidenced by department specific criteria.

Standards Met By:

- | | | |
|---------------------------------|--------------------|----------|
| A. Demonstration | D. Skills Lab | G. Other |
| B. Direct Observation/Checklist | E. Self Study/Test | |
| C. Video Review | F. Data Management | |

NAME: _____ **JOB TITLE:** _____

CORE COMPETENCIES	DATE	STANDARD MET BY	SUPERVISORS INITIALS	STANDARD MET	STANDARD NOT MET	COMMENTS
• Provides knowledge of mission statement.						
• Performs proper customer service techniques (ie: phone etiquette).						
• Visibly wears I.D. Badge at all times.						
• Demonstrates ability to communicate with others (oral and written).						
• Describes Total Quality Initiative program.						
• Works effectively in a team atmosphere.						
• Demonstrates ability to make logical decisions and seek assistance if necessary.						
• Demonstrates knowledge of the Code of Ethics.						
• Insures all levels of Confidentiality are maintained.						
CORE SAFETY COMPETENCIES						
• Performs specific roles/responsibilities during emergencies.						
• Demonstrates knowledge of fire system, fire extinguishers and evacuation policy.						

SIGNATURES	INITIALS	SIGNATURES	INITIALS

¹EMPLOYEE SIGNATURE DATE

COMPLIST