

SUBJECT: COMPETENCY ASSESSMENT

EFFECTIVE
DATE: 10-21-11 (replaces 04-04-11)

APPROVED BY:

Executive Director

Reviewed (no changes): _____

Policy

It is the policy of McIntosh Trail CSB to define and assess staff competency specific to the age and disability of persons served.

Procedure

1. Competency review for McIntosh Trail CSB staff shall be based upon, but not limited to, the following:
 - a. The applying individual will present to the hiring official, at the time of application, evidence of appropriate licensure, certificates, and any other documents of training indicating adequate preparation for the role for which he/she is applying.
 - b. The candidate will complete a successful interview with the hiring official of the service site to which the applicant is applying and receive recommendation for approval by the Executive Director.
 - c. References will indicate validation of past employment.
 - d. **During the first forty five (45) days**, the newly hired staff person must prove proficiency by completing a planned training program and successfully demonstrating applicable skills documented on the appropriate Competency Assessment Checklist Form(s).
 - e. Staff will be evaluated by their supervisor each year using the appropriate Competency Assessment Checklist Form(s). The review will be completed and submitted to the Personnel Department by the specified deadline. Supervisors are encouraged to use the Competency Assessment Checklist Forms as a training and/or evaluation tool as often as needed during the performance plan year.
 - f. The competency assessment will be completed by a qualified person who performs comparable care and treatment. If one is not available, qualified staff from another agency/organization may be utilized to complete the evaluation.
 - g. Evaluation of age and disability specific competence for staff who have regular clinical contact with specific population will be required. This includes:
 1. Child and Adolescent
 2. Adult/Geriatric
 3. Developmental Disability
 4. Substance Abuse/Dependence

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Procedure (Continued)

- h. Participation in orientation, staff meetings and in-service training is required and documented on the PMF annually.
- i. Tracking of competency is the responsibility of the supervisor through the Performance Management Process.

Below are the Competency Assessment Checklist Forms that are available thru the Personnel Department:

- Accounting Positions
- Administrative Assistant Positions
- Administrative Support and Secretarial Positions
- Behavioral Healthcare Practitioners (LIPs, Social Service Providers, Outpatient SST 3s)
- Business Office Manager Positions
- Childcare Workers
- Cleaner/Custodian Positions
- Computer Operations Manager Position
- CSI Providers
- Dietitian
- Executive Director Position
- Food Service Employee Positions
- Infection Control Nurse
- JCO Function Owners
- Licensed Practical Nurse Positions
- Medical Director Position
- Micro System Support Tech
- Motor Transport Dispatcher Position
- Office Manager Positions
- Paraprofessional Direct Care Staff (Social Svc. Techs 1&2, Houseparents, HSTs, MH/MR Techs, Home Health Aides)
- Payroll Paraprofessional Position
- Personnel Manager Position
- Personnel Tech Senior Position
- Pharmacists
- Pharmacy Manager
- Physician Positions
- Program/Service Manager Positions
- Records Management Officer
- Registered Nurse Positions
- Supervised/Assisted Self-Administration of Medication
- UM Positions
- Vehicle Operator Positions
- Training Coordinator