

SUBJECT: COMPETENCY ASSESSMENT

EFFECTIVE  
DATE: 05-21-10 (replaces 11-01-07)

APPROVED BY:  
  
Executive Director

Reviewed (no changes): \_\_\_\_\_  
\_\_\_\_\_

---

Policy

It is the policy of McIntosh Trail CSB to define the scope of staff competency assessment, its process and the specific criteria necessary for the maintenance of specific validation and certification.

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 thirty (30) 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. Addictive Disease

SUBJECT: COMPETENCY ASSESSMENT

EFFECTIVE

DATE: 05-21-10 (replaces 11-01-07)

APPROVED BY:

Executive Director

Reviewed (no changes): \_\_\_\_\_  
\_\_\_\_\_

---

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 Human Resources Department:

Accounting Positions  
Administrative Assistant Positions  
Administrative Support and Secretarial Positions  
Behavioral Healthcare Practitioners (LIPs, Social Service Providers)  
Business Office Manager Positions  
Childcare Workers  
Cleaner/Custodian Positions  
Computer Operations Manager Position  
CSI Providers  
Executive Director Position  
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, 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  
UM Positions  
Vehicle Operator Positions  
Training Coordinator