


Name of Policy:	Competency Assessment	 Effective Date: 10/2007 Initial Effective Date: 7/1/1993
Policy Number:	3364-101-08-05	
Department:	Ambulatory Services	
Approving Officer:	Administrator, Ambulatory Services & Behavioral Health	
Responsible Agent:	Administrator, Ambulatory Services & Behavioral Health	
Scope:	Ambulatory Services	
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy		<input type="checkbox"/> Minor/technical revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy

(A) Policy Statement

Registered Nurses (RNs), Licensed Practical Nurses (LPNs) and Medical Assistants (MAs), collectively referred to as the nursing staff employed in the Ambulatory Services clinical setting, will be competent in fulfilling assigned responsibilities.

(B) Purpose of Policy

To ensure that the members of the Ambulatory Services nursing staff are capable of performing the skills required to fulfill their professional roles as delineated in their respective job descriptions.

(C) Procedure

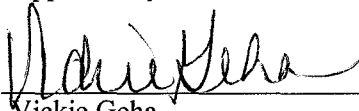
Each Ambulatory Services nursing staff member achieves, maintains and demonstrates competence through a variety of methods, including but not limited to the following:

1. Successful completion of orientation.
2. Current Basic Life Support (BLS) training.
3. Safety and infection control inservices/testing.
4. Annual performance evaluations.
5. For RNs and LPNs: current Ohio nursing license through State Board of Nursing.
6. Ongoing observation of provision of patient care as defined with clinic's scope of services.
7. Annual POCT/Department Clinical Competencies as required.

Procedure Competencies

1. Initial competency verification with all unit specific clinical procedures and point of care testing within probationary period.
2. Initial competency verification with new procedures, techniques, technology introduced into clinic setting
3. Annual competency verification for unit specific point of care tests, as required per clinic site:
 - Competency verification for glucose testing conducted by Clinical Laboratory staff, competency verification records for glucose testing maintained in Clinical Laboratory files If applicable to clinic setting or others.
 - Competency verification for all other point of care tests conducted by ambulatory services management, competency verification records for all other point of care tests maintained in staff personnel files with copies sent to supervisor of Clinical Laboratory.
4. Annual competency verification of unit specific clinical procedures.

- Competency verification conducted by Ambulatory Services management, competency verification records maintained in unit.

<p>Approved by:  Vickie Geha Administrator, Ambulatory Services & Behavioral Health</p> <p><i>Review/Revision Completed By:</i> <i>Ambulatory Services</i></p>	<p>Review/Revision Date: 1/95 8/99 11/00 5/02 6/05 10/07</p>
<p>Next Review Date: 7/2010</p>	
<p>Policies Superseded by This Policy: 8-05</p>	

It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.