

Procedure: Competency assessment



Policy Number Superseded: 3364-110-06-11

Responsible Department: Staff Development

Effective date: 5/2024

Scope: Nursing Service staff members

This procedure is authorized by the university's policy on continuing education.

(A) Clinical competency will be maintained and assessed regularly. Nursing Service staff will meet educational and training requirements specific to their unit.

The day-to-day implementation of this procedure will be the responsibility of the Staff Development Specialist and Unit Leadership.

(B) Procedure

- (1) The nursing service employee will successfully complete orientation and all requirements. Failure to do so will result in corrective action up to and including termination.
- (2) The staff member attends scheduled staff and mandatory unit meetings.
- (3) The staff member participates in educational activities and completes annual online education and unit-specific requirements on time.
- (4) The staff member will complete and maintain position-specific requirements designated to maintain clinical competency.
- (5) Training and educational programs are based upon annual staff member's needs, patient population and the type and nature of care, information from the hospital QI activities, Patient Safety Net reports, advances made in health care management, health care science, and technology, findings from peer review activities, findings from plant, technology and safety management programs and findings from infection control activities or at the request of the unit leadership.

- (6) Nursing staff may be reimbursed for attendance at a UTMC educational program on days off; therefore, they should clock-in and out for attendance at such events. Exceptions to this will be made on an individual basis and at the discretion of the nursing manager.
- (7) A needs assessment will be completed annually by the Staff Development department to assist in identifying areas of educational needs.
- (8) Staff will be evaluated on their competency in the use of basic equipment as they are orientated to the nursing units. Additional training may occur if individual knowledge gaps are identified. Equipment use and decontamination will be in accordance with manufacturers' recommendations.
- (9) Staff Development will collaborate with Nursing Service, Central Service, and the Biomedical Department to coordinate and provide training on new or changed equipment.
- (10) Nursing Service employees are responsible for maintaining their own continuing education records for Ohio Board of Nursing relicensing purposes.
- (11) Nursing leaders have the responsibility of assigning staff to attend appropriate educational programs as necessary.

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