

MEDICAL SOCIAL WORKER COMPETENCY PROFILE

Name:	Date of hire:
Title:	Employee number:
License number:	Evaluation date:
License renewal date:	Specialty certification (if applicable): Expiration date:
BLS renewal date:	
Other:	

Key for met/not met categories and self-needs assessment:

1. Able to perform independently
2. Able to perform after review of information
3. Able to perform with assistance only
4. Unable to perform

Time frame:

3 months = 3m
 6 months = 6m
 1 year = 1 yr

* = Annual evaluation required

Task/Behavior	References: A. Review policy/procedure B. Manufacturer's manual C. Video review D. Skills lab E. Written test F. Self-study packet G. Direct observation	A	B	C	D	E	F	G	Date	Instructor Initials	Time Frame	Met	Not met	Self-needs Assessment
A. DEPARTMENT OVERVIEW														
Tour of (<i>PACE program</i>)	Guided tour										3m			
Knowledge of (<i>PACE program</i>) operations, history	Preceptor										3m			
Dress code	Policy #										3m			
Active participation in team process	Direct observation										3m			
Knowledge of chain of command	P&P manual										3m			
Telephone & intercom system	Tour, policy #										3m			
Morning meeting attendance & participation	P&P manual, direct observation										3m			
Staff meeting attendance & participation	P&P manual, direct observation										3m			
IDT meeting attendance & participation	P&P manual, direct observation										3m			
B. DEPARTMENT SAFETY PROCEDURES														
Emergencies, drills, "911" system	Disaster manual										3m			
CPR/basic life support	Policy #, competency testing lab										3m			
Mandatory training	Policy #, preceptor										3m			
Fall precautions	Policy #, restraint P&P										3m			
Hazardous materials management	Hazardous materials manual										3m			
Restraint use/precautions	P&P manual										3m			
Location of safety manuals	Guided tour										3m			
C. INFECTION CONTROL														
Handwashing	Policy #										3m			
Standard precautions*	Policy #										3m			
Annual PPD/X-ray	Policy #										3m			
Immunizations (PPD yearly)	Policy #										3m			
D. ASSESSMENT OF PARTICIPANTS/FAMILIES														
Ability to conduct a comprehensive biopsychosocial assessment	P&P manual, direct observation										6m			
Knowledge of family dynamics	P&P manual, direct observation										6m			
Knowledge about illnesses and medications and their psychosocial sequelae	P&P manual, direct observation										6m			

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E. LEADERSHIP														
Quality improvement participation	Direct observation										3m			
Presentations-inside and outside (<i>PACE program</i>)	Direct observation										3m			
F. COMMUNITY & RESOURCE MANAGEMENT														
Ability to work with a variety of professionals, agencies and systems	Direct observation										3m			
Ability to mobilize an array of community resources and services	Direct observation										3m			
Ability to identify gaps in community services and alternative resources	Direct observation										3m			
Ability to identify, coordinate, utilize and develop community resources	Direct observation										3m			
Knowledge of current Medicare & Medicaid rules, regulations and benefits	Direct observation										3m			
G. PROFESSIONAL DEVELOPMENT & APPLICATION														
CEU's	Professional practice standards													
Ability to educate professional staff and community providers regarding psychosocial factors and family dynamics impacting response to treatment	Professional practice standards, direct observation													
Knowledge of population characteristics to include cultural, ethnic and religious diversity	Direct observation													
Knowledge and application of development theory and age specific issues	Direct observation and self-study packet													
Skills in communication	Direct observation													
Skills in advocacy	Direct observation													
Skills in counseling to facilitate life changes	Direct observation													
Skills in conflict management and mediation	Direct observation													

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H. PARTICIPANT SPECIFIC COMPETENCIES								
♦ Age specific*	Self-study module				3m			
♦ Cultural diversity*	Self-study module				3m			
♦ Latex allergy*	Self-study module				3m			
I. MANAGEMENT OF INFORMATION								
Communication of transfer and disenrollment information	Direct observation				3m			
Medical record documentation	Medical records manual				3m			
DataPACE	P&P manual				3m			
Confidentiality	P&P manuals				3m			
J. UNIT SPECIFIC COMPETENCIES								
Alzheimer's or other dementia care	Unit learning resources				3m			
K. QUALITY IMPROVEMENT								
Participation in QI process	Direct observation				3m			

Date competency profile completed: _____

Action plan initiated: Yes No
(If yes, please add action plan to competency profile.)

I understand that it is my responsibility to notify my immediate supervisor if at any time I am unable to perform the basic competencies required to practice in my assigned clinical area.

Employee signature: _____

Preceptor signature: _____

(Attach the competency profile action plan here.)