

**Holland Hospital
Staff Competency Continuum
Hiring / Initial / Annual Competency Process**

Employee skills are assessed on a continuum and are based on the requirements of the job and the ongoing needs of the organization.

UPON HIRE:

Hiring Competency Process:

- Qualifications established pre-hire
- Job Description distributed to employee

INITIALLY:

Initial Competency Process

- New Employee Orientation
 - ü General NEO
 - § Safety/EOC
 - ü Clinical NEO
 - ü Leadership
 - § Meet/Greet/Checklist
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- Unit Position Orientation
 - ü New AND Transferring Employees
 - ü Unit-Specific Requirements
 - ü Essential Functions
 - ü Organizational Competencies Review
 - ü Skills Checklists (as appropriate)

Initial Competency Form

- Completed and returned to HR within 6 months of hire/transfer date

Annual Performance Evaluation and Competency Review

- Formal process
- Documented with signatures
- For employees hired/transferred prior to October 1

Transferring Employees

- to New Position and/or Dept

ANNUALLY:

Annual Competencies Process

- Developed to Include 3 Domains:
 - ü Technical or Clinical
 - ü Interpersonal
 - ü Critical Thinking
- House-wide
 - ü Safety/EOC
 - ü Administration
 - ü HR
- Unit
 - ü Clinical – CET Process
 - ü Clinical – Non-Nursing
 - ü Non-Clinical

Ongoing Formal and Informal Education

- In-services and/or on-on-one training to address pop-up issues to ensure staff competence
- Leadership
 - ü Customized in-services
 - ü On-line offerings

ANNUALLY:

Assessment of Staff Training Needs

- Organization collects data on competence patterns and trends to identify training indicators and respond to staff learning needs