

**THE UNIVERSITY OF CONNECTICUT HEALTH CENTER  
JOHN DEMPSEY HOSPITAL  
ADMINISTRATIVE MANUAL**

**SECTION: PERSONNEL**

**NUMBER: 10-023**

**SUBJECT: EVALUATION: COMPETENCY  
ASSESSMENT SYSTEM**

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**PURPOSE:** To provide an overview of the processes designed to ensure that the competence of clinical staff is assessed, maintained, demonstrated and improved on an ongoing basis.

**POLICY:**

1. Position Requirements and Evaluation Forms (PREF's) may be used for specific job categories to define:
  - a. Overall purpose and scope of position
  - b. Specific responsibilities and associated performance expectations
  - c. Qualifications and competencies required to successfully perform in the position
2. The Human Resources officer is responsible for assuring that candidates selected are qualified for the position, including verification of licensure/certification, education and experience as appropriate.
3. New employees will successfully complete the required components of Health Center and Clinical Operations Orientation and appropriate department/unit orientation.
4. Each department/unit will organize and document appropriate orientation activities for each new employee to (a) assess the employee's ability to perform assigned responsibilities and (b) to provide necessary learning activities for the employee to obtain needed knowledge, skills and/or competencies.
5. New employees will receive appropriate supervision until they have successfully completed their orientation period with documentation of demonstrated successful performance of competencies for their position.
6. Employees who are transferred to a new department/unit must participate in an unit orientation and be appropriately supervised until they have demonstrated department/unit specific competency.
7. The manager will assure documentation of #4-#6 and provide originals of required information to Human Resources for filing (Refer to policy on "Employee Files").

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8. Each employee will participate in educational activities to enhance personal and job-related growth and competency. Employees will maintain an annual record of educational activities.
9. On an annual basis, employees will participate in a performance evaluation process which includes assessment of their ability to continue successful performance of competencies.
10. Competencies will be validated by an appropriate clinical nurse specialist, clinical or management leader, or a designee who has been evaluated as competent.



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Andrew Agwunobi, MD, MBA  
Chief Executive Officer



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Richard H. Simon, M.D.  
Chief of Medical Staff

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