|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Personnel Assessment, Development & Measurement of Competencies | | | | NO. 438 | |
| The skills and knowledge base of the personnel at Winning Wheels are continuously being evaluated and assessed to determine their ongoing training needs. The following are ways in which this is accomplished.  1. Satisfaction Interviews - conducted with new staff after hire. Employees answer questions which reflect the effectiveness of their orientation and training process, and assist in the identification of further training needs.  2. PROM and mechanical lift return demonstrations are conducted by rehabilitation staff under the direction of the physical therapist. Nursing assistants and certified nursing assistants are evaluated after three months of hire, and then annually after that. Additional demonstrations of competencies within areas of ADL (Activities of Daily Living) may be requested.    3. Safety Surveys are conducted randomly and periodically by our Safety Committee Director. Questions pertaining to an emergency situation are asked of staff to evaluate their knowledge.  4. Employee Performance Evaluations are annually.  5. Monthly department meetings are a forum where employee performance and departmental training needs are evaluated in a general sense.  6. Quality Assurance Committee - meets monthly and measures the level of quality care/services against desired quality outcomes in key areas of facility operation.  7. Departments will determine key competency areas that will be evaluated annually for personnel. This may include return demonstrations, written exams, oral exams, or review of orientation checklists. | | | | | |
| Approved: | Effective Date: | Revision Date:  3/17 | Change No.: | | Page:  1 of 1 |