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Section: 4 Human Resource	Date: June 1, 2018
Policy: HH4-6A.01 Nursing Staff Competency Assessment and Testing Process	Replaces: January 31, 2017

Nursing Staff Competency Assessment and Testing Standard Procedure

Policy: All direct care nursing staff must complete the competency assessment clinical skills and written test. Caregivers, HHA, CNA, and CMA must complete the CNA competency assessment written test and LPN/RN must complete the Nursing competency assessment written test during the Internal Orientation phase.

Procedure:

- A. The office staff assigned to administer the Orientation Class for the Internal Orientation phase will administer the written competency assessment test. The office staff member will not assist the new employee with answering the questions, there will be no time limit, but the test cannot be copied or sent home with employee.
- B. The office staff member will grade the competency assessment written test and Caregivers, HHA, CNA, and CMA must pass with a 70% or above and LPN/RN must pass with a 80% or above.
- C. If new employees fail to pass the competency assessment written test, they will be scheduled to attend a class with a Nurse to review the areas that they are weak in and will retest the competency assessment written test. If the new employee does not pass per Procedure B guidelines, there employment will be terminated
- D. All direct care staff will be evaluated for clinical skills in the external orientation phase. A nurse (RN/ or LPN supervised by an RN) will conduct classroom and in the clients home skills assessments. A skills checklist form must be completed by the observing nurse and certified by an RN if the observing nurse in not an RN. A Training sheet must be completed to track continuing education (CEUs) hours for each individual Nursing Department Staff Member. Caregiver, CNA, STNA, MA are required to complete 75 hours of nursing education every 2 years . This includes Skills checks reviews, staff/nursing meetings, and online training. The completion of CEUs is ultimately each staff members responsibility to ensure they stay in compliance with the State of Ohio Board of Nursing.
- E. The RN must conduct an home visit of each client and assess the employee skill to ensure that the employees are following the care plan and understands how to demonstrate the skills needed every 90 day (every 3 months). A client's survey must be completed at the time of visit by the client or family member/guardian.

Departments Involved in Development: Board of Directors, Compliance Committee, Legal Counsel
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All previous versions are obsolete