

## HIGH DESERT HEALTH SYSTEM AMBULATORY SURGICAL CENTER

<b>SUBJECT:</b> IV-107 COMPETENCY ASSESSMENT/SKILLS VALIDATION	<b>POLICY #:</b> 1192
	<b>VERSION:</b> 1
<b>APPROVED BY:</b> ASC Approvers	
<b>DATE APPROVED:</b> 06/28/2016	

**PURPOSE:** To provide a method for establishing and maintaining performance expectations and qualifications for Ambulatory Surgical Center (ASC) staff.

### **POLICY:**

All ASC staff members (including contract workers) are required to demonstrate competency in their job responsibilities as required by the standards of their profession, state and federal laws and regulations, and accreditation agencies.

ASC staff members are required to maintain and enhance their job skills, and maintain their licensure/certification/registration, by attending all mandatory training and continuing education courses as required by the requirements of their licensure/certification/registration. ASC staff members are also expected to comply with employment requirements and job performance expectations as required by the ASC, High Desert Regional Health Center (HDRHC), DHS and Los Angeles County.

ASC Nurse Manager or designee must ensure staff are provided with and are given the appropriate time to attend education and in-service training related to their assigned job functions.

All competencies will be evaluated initially upon hiring or beginning a new job assignment in the ASC and through the annual performance evaluation process.

The competency program includes the following minimum components when applicable:

- Assessment of qualifications
- Credentialing/licensure/registration/professional certification document review and verification
- Orientation to HDRHC and the ASC
- Competency assessments, skills validation checklists
- Performance Evaluation
- BLS - all clinical staff
- ACLS - Highly suggested for all Registered Nurses
- PALS - Highly suggested for all Registered Nurses
- HDRHC Mandatory annual training/updates and ASC specific annual training/updates

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### PROCEDURE:

1. Initial Competency Assessment: The qualifications and initial competency will be assessed upon hire via a completed application; resume; licensure, registration, and/or certification verification (when applicable); education records; previous work experience; criminal background check; and interview/s.
2. Orientation: Orientation of all ASC personnel will be provided by HDRHC OHR and an ASC area specific orientation will be provided by the ASC Nurse Manager or designee.
3. Skills Competency Assessment: ASC Nurse Manager or designee is responsible for determining the initial competency of ASC staff members upon hire, transfer, or assignment change. The job description will be provided to employees and contract staff during orientation. The ASC Nurse Manager or designee is responsible for assessing and documenting continued competency annually. Clinical staff will be assessed based on the needs of the specific patient population served, the clinical skills required to provide safe competent quality care for patients having surgery and/or a procedure, and their ability to safely operate the equipment used in providing patient care. Non-clinical staff will be assessed on their ability to safely and efficiently perform their specific job skills and their ability to operate the equipment used in the performance of their job.
4. Annual Performance Evaluation: A Performance Evaluation is conducted annually to evaluate how well all ASC staff met the performance expectations of his/her job assignment. The annual rating period for each employee will be determined based on the process outlined by DHS HR. Each year, the ASC Nurse Manager or designee will complete evaluations of employee competency and job performance based on observations; examinations; demonstrated evidence of use of skills, knowledge, or equipment; and work volume and quantity. Assessment methods will be documented. Checklists will be used as appropriate. Population-specific competency will be indicated as appropriate.
5. Annual Training: Refer to ASC policy "Orientation, Competency, Assessment, and Education /Training". Annual training updates for the ASC staff includes but is not limited to:
  - Fire Life Safety
  - Blood borne pathogens
  - Malignant hyperthermia (mock drill)- (clinical staff)
  - Code Blue (mock code)- (clinical staff)
  - Age specific care for surgery patients - (clinical staff)

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**REFERENCES:**

California Code of Regulations, Title 22

<b>Original Date:</b> 07/01/2003
<b>Reviewed:</b> 10/26/2017
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<b>Previous Review Dates:</b> 11/22/08; 01/28/09; 07/07/14
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