

Sample Form

Staff Competency Checklist

Purpose: To verify the employee's competence to perform in the following high risk/high volume or high visibility area: Medical Record Documentation.

The employee must demonstrate proficiency as outlined below:

Methods of evaluation:

- A. Demonstration
- B. Direct Observation
- C. Video or PowerPoint Review
- D. Skills Lab
- E. Self Study/Test
- F. Other

Outcome:

- 1. Can teach others
- 2. Can perform without supervision
- 3. Can perform with limited supervision
- 4. Can perform with supervision
- 5. Cannot perform

Employee Name: _____ **Position:** _____

Medical Record Documentation	Date	Method Used	Out-come	Supervisor's Initials	Comments
Writes legibly, uses acceptable grammar and spells correctly.					
Uses appropriate medical terminology and approved abbreviations.					
Follows established practice format.					
Writes proper notes within the time limits and frequency established by the practice.					
Follows guidelines as listed in the Documentation Policy.					

Supervisor Signature: _____

Employee Signature: _____