



Staff Competency Checklist

Purpose: To verify the employee's competence to perform in the following area:

Organization: _____

Employee name: _____

Position: _____

Methods of evaluation:

- A. Demonstration
- B. Direct Observation
- C. Video or PowerPoint Review
- D. Skill 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

	Date	Method used	Outcome	Supervisor's Initials	Comments
Task:					

Supervisor signature: _____

Employee signature: _____

Medical Mutual's "Checklists" are offered as reference information only and are not intended to establish practice standards or serve as legal advice. MMIC recommends you obtain a legal opinion from a qualified attorney for any specific application to your practice.