

Competency assessment form by role

Form | WRK-FRM-001

Document type	Form
Title	Competency assessment form by role
Document ID	{{facility.code}}-WRK-FRM-001
Version and status	1.0 Draft, for ASF Expert Committee approval
Prepared by	{{roles.quality_lead.name}}, Quality lead
Reviewed by	{{roles.clinical_director.name}}, Clinical director Date: _____
Approver and signature	{{roles.clinical_director.name}}, Clinical director Signature: _____ Date: _____
Effective date	{{document.effective_date}}
Next review	{{document.review_date}} (12 months, or sooner after any incident or change)
Replaces	None (new document)
Standards and criteria supported	Standard 2E, criterion 2E.1
Evidence basis	E-006, E-009
Status of this document	Recommended best-practice model. A hospital may adopt, adapt or replace it with an equivalent that meets the same criteria.

Use this form when

Records the annual competency assessment of one staff member against the job description for their role.

1. How to complete

- Complete one form per staff member per assessment.
- Mark each competency as met, partly met or not met, and note the evidence.
- Agree one action, owner and date for each gap.
- Both the staff member and the assessor sign.

2. Items to check

#	Item	Standard or evidence	Yes	No	N/A	Action if No
1	Competencies from the job description reviewed	Job description, current version	☐	☐	☐	Action and who to tell
2	Evidence seen for each competency	Observation or case record	☐	☐	☐	Action and who to tell
3	Gaps recorded with an action, owner and date	Each gap has all three	☐	☐	☐	Action and who to tell
4	Re-assessment date set for each gap	Date within the agreed action period	☐	☐	☐	Action and who to tell
5	Assessor trained in the method	Training record	☐	☐	☐	Action and who to tell
6	Signed by staff member and assessor	Both signatures	☐	☐	☐	Action and who to tell

Completed by (name and role): _____ Date/time: _____ Signature: _____

3. Evidence

ID	Source and status
E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus.

EC = ASF Expert Committee consensus.

4. Change history

Version	Date	What changed	Approver and signature
1.0	{{document.effective_date}}	First version	Pending Expert Committee approval