eLEET: **Electronic Laboratory Employee Enrichment Toolkit**

Procedure for Competency Assessment

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Core Competency Assessment
All employees need to develop certain core competencies, dependent upon their position in the organization. These core competencies include technical, interpersonal and critical thinking skills in the areas of leadership and laboratory operations.

Model core competencies for Entry Level, Journey Level, Supervisor, Manager and Director have been developed by members of APHL. The core competency documents provided here can be modified to fit individual laboratory needs.

It is recommended that core competencies be assessed at intervals during the probationary period, by the employee, the mentor and the supervisor.

Testing Competency Assessment
As part of laboratory certification (e.g. CLIA, CAP, or EPA), all professional employees need to be assessed as to their abilities to correctly perform laboratory procedures within their job assignment.   Employees need to be assessed by direct observation of test performance and instrument operation, monitoring the recording and reporting of test results, review of worksheets, QC records, proficiency testing results, preventive maintenance records, internal blind testing and problem solving skills.

To document employee testing competency, a generic template has been provided, and can be modified to fit individual laboratory needs.

It is recommended that testing competency be assessed yearly or any time a significant change in procedure is made.