



Proficiency Assessments

As defined in the CET Accreditation Standards

Narrator: Corinne Thomas, Senior Accreditation Coordinator, ACDS

Definition



- Proficiency Assessments evaluate an employee's ability to **apply the skills they've learned to their jobs**
- Skills are outlined in the policy, procedures and documentation forms used in the employee's work setting
- Learning can come from formal or informal (i.e., on-the-job) training



Types of Proficiency Assessments



PRACTICUM

Oral Explanation

One-on-One Review

SHADOWING

Written Exam

Purpose and Outcomes



- Regardless of the training staff have received, a service provider needs to have a process to assess
 - what its staff have learned after taking mandatory training and
 - how staff apply this information in their work day



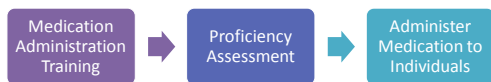


- Mandatory Training as per CET
 - Medication Administration
 - Non-Violent Crisis Intervention (or equivalent)
 - Positive Behaviour Support (or equivalent)
 - *Abuse Prevention and Response Protocol*
 - First Aid and Cardiopulmonary Resuscitation (CPR)
 - Universal Precautions
 - Individual-specific health/medical related training





- A Proficiency Assessment needs to be successfully completed before allowing staff to apply a procedure in their work
 - For example





- Staff who successfully complete a Proficiency Assessment are better equipped to provide for the health and safety of

- individuals
- other staff and
- the community



Specific to Cultural Diversity



- In a culturally diverse population, Proficiency Assessments
 - Ensure that staff
 - understand the concepts presented
 - can identify and speak to the steps taught in the training they've taken
 - know how to apply their training
 - to their worksites and
 - to the unique needs related to cultural diversity

A CET Survey



- When it is time for your CET survey, surveyors will look at
 - staff files to verify that training occurred, OR
 - a master training list to outline that the training occurred
- Surveyors will also ask staff
 - to walk them through specific steps from the training and
 - how they would apply their training to their jobs





Any Questions?



This is a presentation of the
Alberta Council of Disability Services
Standards and Accreditation

Bay 19, 3220 – 5 Avenue NE
Calgary, AB T2A 5N1
Ph: (403) 250-9495
Fax: (403) 291-9864
Email: accred@acds.ca
