

## The Right Door for Hope, Recovery and Wellness

Chapter Title Human Resources	Chapter # HR		Subject # 523.1
Subject Title <b>Competency Standards</b>	Adopted 10/1/96	Last Revised 1/21/16	Reviewed 4/12/05; 5/19/10; 2/13/14; 1/21/16; 12/12/18; 1/17/20; 1/20/21; 1/14/22; 1/26/23; 1/19/24

### PROCEDURE

#### Application

This procedure shall apply to all employees of The Right Door for Hope, Recovery and Wellness.

#### 1.0 Evidence of Competency

The organization's leadership shall ensure that qualifications are commensurate with anticipated job responsibilities and applicable licensure, law and regulation, and or certification, as well as establish competency standards for all organizational members.

- 1.1 Evidence of Competency for all organizational members shall minimally include a review of the following:
  - 1.1.1 Current licensure, certification, and/or registration
  - 1.1.2 Peer review
  - 1.1.3 Supervisory evaluations
  - 1.1.4 Satisfactory performance appraisal
  - 1.1.5 Compliance with productivity standards
  - 1.1.6 Continuing education, training, skill development
  - 1.1.7 Relevant experience
  - 1.1.8 Customer satisfaction
  - 1.1.9 Adherence to the bylaws, rules, regulations of the governing body
  - 1.1.10 Maintenance of professional status

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1.2 The determination of competency for each organizational member is made by the assigned supervisor. This is done on an on-going basis using the technical guidelines and individual performance evaluation tools designed specifically for each organizational member's role and function within the Agency.

**2.0 Competency Standards**

2.1 General Competency Standards

Competency standards shall be established based on the degree of expertise enabling an organizational member to engage in performing job responsibilities at a level which meets or exceeds minimal standards of acceptable practice.

2.2 Clinical Competency Standards

Clinical competency standards and minimum qualifications shall be established to reflect the specific role and function of each clinical provider within the organization and the specific treatment needs of assigned consumers. Each program shall provide appropriate clinical supervision, peer review, and case consultation to support each clinical provider, in order to promote professional growth and development and ensure sound clinical practice.

2.2.1 Each program provides clinical supervision, peer review, and case consultation regarding assigned consumers with specific age and/or disabilities identified.

**3.0 Review of Qualifications & Competency Standards**

The organization's leadership shall review all competency standards, at least annually.

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Kerry L Possehn, Chief Executive Officer	Date		