

**SKILLS & EXPERIENCE INVENTORY:
MEDICAL SOCIAL WORKER**



Name: _____

Check One:

Supervisor: _____

Hire Date: _____

Orientation

Date: _____

Position: _____

Annual Review

Additional Training Identified: _____

Other

KEY: SELF EVALUATION: 1 2 3 NA (CIRCLE ONE) AS YOU REVIEW THE SKILL / EXPERIENCE LIST IN columns 3 & 4.
1=VERY EXPERIENCED 2=SOMEWHAT EXPERIENCED 3=NOT EXPERIENCED NA=NOT APPLICABLE

** Core Competency = Proficiency must be demonstrated satisfactorily to be considered competent

NO.	Skill / Experience Inventory	Job Position Medical Social Worker	Date Observed & Observer's Initials	Comments
1.	Knowledge of Assessment Process			
	a. Health history, review of system and physical examination**	1 2 3 NA		
	b. Development of problem list**	1 2 3 NA		
	c. Development and revision of care plan**	1 2 3 NA		
	d. Assesses response to treatment**	1 2 3 NA		
	e. Establish and revises goals**	1 2 3 NA		
	f. Conducts complete Initial Evaluation**	1 2 3 NA		

**SKILLS & EXPERIENCE INVENTORY:
MEDICAL SOCIAL WORKER**

KEY: SELF EVALUATION: 1 2 3 NA (CIRCLE ONE) AS YOU REVIEW THE SKILL / EXPERIENCE LIST IN columns 3 & 4.
1=VERY EXPERIENCED 2=SOMEWHAT EXPERIENCED 3=NOT EXPERIENCED NA=NOT APPLICABLE

** Core Competency = Proficiency must be demonstrated satisfactorily to be considered competent

NO.	Skill / Experience Inventory	Job Position Medical Social Worker	Date Observed & Observer's Initials	Comments
2.	Documentation Skills (accurate, timely, complete and legible			
	a. Initial assessment and plan **	1 2 3 NA		
	b. Skilled visit notes***	1 2 3 NA		
	c. Physician's orders***	1 2 3 NA		
	d. Discharge Summary**	1 2 3 NA		
3.	Adheres to Plan of Care			
	a. Review POC prior to care**	1 2 3 NA		
	b. Performs services as ordered**	1 2 3 NA		
	c. Documents according to POC**	1 2 3 NA		
	d. Communicates / coordinates if appropriate**	1 2 3 NA		
4.	Knowledge of Medical / State regulations			
	a. Criteria for participation	1 2 3 NA		
	b. Skilled reimbursable visit	1 2 3 NA		
5.	Effective Case Coordination			

**SKILLS & EXPERIENCE INVENTORY:
MEDICAL SOCIAL WORKER**

KEY: SELF EVALUATION: 1 2 3 NA (CIRCLE ONE) AS YOU REVIEW THE SKILL / EXPERIENCE LIST IN columns 3 & 4.
1=VERY EXPERIENCED 2=SOMEWHAT EXPERIENCED 3=NOT EXPERIENCED NA=NOT APPLICABLE

** Core Competency = Proficiency must be demonstrated satisfactorily to be considered competent

NO.	Skill / Experience Inventory	Job Position Speech Language Pathologist	Date Observed & Observer's Initials	Comments
	a. Reports & documents key information to physician, supervisor & case manager**	1 2 3 NA		
	b. Team member (RN, PT, OT, ST, LPN/LVN	1 2 3 NA		
	c. Community resources**	1 2 3 NA		
	d. Attends / participates in case conferences as required**	1 2 3 NA		
6.	Infection Control			
	a. Hand-washing**	1 2 3 NA		
	b. Protective equipment**	1 2 3 NA		
	c. Exposure Plan**	1 2 3 NA		
7.	Patient Education			
	a. Determines learning needs**	1 2 3 NA		
	b. Sets objectives**	1 2 3 NA		
	c. Develops & implements teaching plan**	1 2 3 NA		
	d. Evaluates effectiveness of teaching**	1 2 3 NA		

**SKILLS & EXPERIENCE INVENTORY:
MEDICAL SOCIAL WORKER**

KEY: SELF EVALUATION: 1 2 3 NA (CIRCLE ONE) AS YOU REVIEW THE SKILL / EXPERIENCE LIST IN columns 3 & 4.
1=VERY EXPERIENCED 2=SOMEWHAT EXPERIENCED 3=NOT EXPERIENCED NA=NOT APPLICABLE

** Core Competency = Proficiency must be demonstrated satisfactorily to be considered competent

NO.	Skill / Experience Inventory	Job Position Speech Language Pathologist	Date Observed & Observer's Initials	Comments
	e. Revises teaching plan**	1 2 3 NA		
	f. Documents patient response**	1 2 3 NA		
	Assessment and Evaluation			
1.	Psychosocial assessment (social history, living situation, career, hobbies, support systems, decision making, communication difficulties, flexibility, prolonged mental illness / emotional Problems, lack of community / caregiver support, family discord, ability to deal with loss)	1 2 3 NA		
2.	Financial assessment (income, ability to meet needs, management)	1 2 3 NA		
3.	Emotional assessment (response to illness, status, need for care, response treatment)	1 2 3 NA		
4.	Spiritual assessment (beliefs, practices, religion, role in care)	1 2 3 NA		
5.	Terminal care assessment: Ability to cope with death at home, patient / caregiver receptive to hospice, concurrent life crisis, active grieving process, dependent family members, assistance needed with bring closure to life.	1 2 3 NA		

**SKILLS & EXPERIENCE INVENTORY:
MEDICAL SOCIAL WORKER**



KEY: SELF EVALUATION: 1 2 3 NA (CIRCLE ONE) AS YOU REVIEW THE SKILL / EXPERIENCE LIST IN columns 3 & 4.
1=VERY EXPERIENCED 2=SOMEWHAT EXPERIENCED 3=NOT EXPERIENCED NA=NOT APPLICABLE

** Core Competency = Proficiency must be demonstrated satisfactorily to be considered competent

NO.	Skill / Experience Inventory	Job Position Speech Language Pathologist	Date Observed & Observer's Initials	Comments
	Skilled Interventions			
1.	Counseling for long range planning and decision making	1 2 3 NA		
2.	Community resource planning and information	1 2 3 NA		
3.	Short-term therapy related to illness	1 2 3 NA		
4.	High risk intervention / patient vulnerability or safety risk	1 2 3 NA		
5.	Long term placement	1 2 3 NA		

Employee Signature: _____

Supervisor Signature: _____