

Competency Assessment File

A competency assessment file (CAF) is used to record information related to individual competence for non-privileged healthcare personnel with patient contact. It is a six-section file (National Stock Number 7530-00-990-8884), or electronic equivalent, similar to that used for Provider Credential Files. It is also known as the 6-sided training folder or Competency Based Orientation File (CBO).

Army Regulation 40-68, Clinical Quality Management governs how to maintain these files. Other Services use similar procedures according to respective manuals/regulations; USN (Medical Department Command Training Plan Manual) and USAF (AF Instruction 44-119 and AF Instruction 36-2201V3). Information contained in the CAF is filed chronologically, with the most recent documents on top. The file is assembled as follows:

- a. *Section I.* Background information.
 - (1) Personal and professional data. Data included in this section specified by local policy. Typical items include: career assignments, likes/dislikes related to skill sets, “the best on the ward at starting an IV.” Due to the sensitive nature of data elements such as SSN and address, this personal information should not be included in the CAF.
 - (2) Privacy Act Statement.
- b. *Section II.* Current practice information.
 - (1) Job description, including qualification requirements and performance standards.
 - (2) Evidence of organizational and duty-specific orientations previously completed. Military Treatment Facilities: Active Duty (AD) for the previous 3 years. US Army Reserve (USAR) and Army National Guard (ARNG) personnel: 5 years.
 - (3) Evidence of core competency assessment (initial and recurrent).
 - (4) Evidence of age-specific knowledge competency assessment, (i.e., pediatric education on vaccinations will be different than young adults. Yearly review and competency assessment should be completed to confirm healthcare worker’s recognition of differences in educational needs of patient populations) for the previous 3 years (USAR/ARNG: 5 years).

(5) Evidence of institution-specific required in-service education (for example, infection-control policies and practices; safety; patient rights) for the previous 3 years.

(6) Evidence of periodic appraisal (i.e., annotations relevant to quarterly and annual counseling) of the employee's performance. Do not include copies of performance appraisals (neither for military personnel nor civilians) in the CAF.

(7) For USAR/ARNG members, include information related to specific unit duty requirements, copies of civilian employment documentation, and documents related to duty at AD MTFs.

c. *Section III.* Professional education, military training, and other achievements.

(1) Evidence of qualifying education, degree and any post-graduate education/training or other professional certification, if applicable.

(2) Evidence of professional military education, readiness training, education related to clinical competence, or civilian continuing education unit-producing programs or courses for the past 3 years.

(3) Current, signed curriculum vitae, if available.

(4) Other professional achievements (for example, published articles and books, committee membership, community service).

d. *Section IV.* Licensure, certification, registration, or other authorizing documents.

(1) Evidence of all State professional licenses, State or national certifications, and /or registrations with verification annotated. If licensure verification documentation for non-privileged professionals is maintained in a centralized location within the MTF, a reliable and confidential mechanism to transmit these data to the CAF manager will be addressed in local policy. Because of the potential for inappropriate use of this sensitive document, the individual's license or other authorizing document will not be xerographically copied for inclusion in the CAF or comparable file.

(2) Evidence of Basic Life Support certification; evidence of Advanced Cardiac Life Support, Advanced Trauma Life Support, and/or Pediatric Advanced Life Support, if required.

e. *Section V.* Professional experience. Letters of reference, appreciation, or commendation; letters in recognition of performance or community service; and any awards.

f. *Section VI.* Other relevant practice information. Do not include information that is considered sensitive or confidential (for example, adverse privileging or practice actions, counseling statements) in the CAF.