

## Competency Management

The Competency Management module provides a central location for storing competency information. You can search, filter, and report on competency information at the unit, departmental and staff member level.

The module provides a competency library of over 160 pre-built templates. You can also customize these templates to accommodate your specific competency requirements.

The module's flexible design provides a pre-populated list of customizable unit names and a corresponding set of competencies for each unit. You can modify units, competencies, requirements per unit, and requirements per staff member.

An automated alerts feature allows you to manage the user notification process. This allows you to begin transferring responsibility for competency completion from the manager to the individual staff member.

The Competency Management module maintains a historical competency database for all staff members, including verification evidence for each completed competency.

### Features & Benefits

- Use any of more than 160 pre-built competency templates immediately, or modify them to suit your specific needs
- Centralize competency requirements in one, accessible location
- Facilitate ongoing management of unit requirements
- Manage specific competency requirements at the unit and/or individual staff member level
- Maintain competency verification evidence and historical competency requirements for each staff member, eliminating the need to visit Human Resources
- Send recurring notifications to both staff members and their managers with automated and customizable alerts
- Enhance communication related to competency requirements
- Transfer ownership of competency completion to individual staff members rather than unit managers
- Obtain summary and detail information related to units, individual staff members, specific competencies, or a combination of each with predefined reporting options