



**TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™**

Ambulatory Clinic Policy and Procedure - Lubbock

Title:	Age-Specific Competency Requirements	Policy Number:	9.29
		Version Number:	3
Regulation Reference:		Effective Date:	4/2005
		Original Approval:	5/2002

POLICY STATEMENT:

To outline the development, implementation, and maintenance of age-specific competencies training for nursing staff.

SCOPE:

This policy applies and will be distributed to all TTUHSC School of Medicine Clinics, also known as Texas Tech Physicians.

DEFINITIONS:

1. **Age-Specific Competencies:** Age-Specific competencies are the clinical and cognitive skills that are required for those who render or make clinical decisions. Skills should be specific to the age of the patients served.
2. **Departments requiring age-specific competencies:** Nurses in all clinical departments are required to have age-specific competency training. Nursing staff should receive age-specific competency training appropriate to the population served in the department. Age-specific competencies should be reviewed as part of initial nursing orientation and at annual Nursing Core Competency training.

PROCEDURE:

3. Implementation:

- a. Each department should have a method to document the employee's orientation and/or training for the age-specific competencies.
- b. The completed skills list used for orientation will be retained at the department level and should be reviewed annually as a component of the employee's performance level.
- c. The orientation should be completed within the first 90 days of employment.

4. Annual Maintenance:

- a. Annual competencies should also be tracked on the Annual Competency Worksheet.
- b. The Annual Competency Worksheet should be attached to the annual performance appraisal form.

5. Age-Specific Guidelines: The age specific guideline charts in Attachment A characterize the characteristics, communication, signs of neglect/abuse, comfort needs & safety, physiological parameters, and teaching for each of the below listed patient age groups. These charts may be used when developing your age-specific competencies.

- a. Infant Birth to one year
- b. Child One year to 12 years
- c. Adolescent 12 years to 19 years

- d. Adult 20 years to 65 years
- e. Geriatric 65 years and older

APPROVAL AUTHORITY:

This policy should be reviewed and approved by the Chief Medical Officer.

RESPONSIBILITY AND REVISIONS:

It shall be the responsibility of the Director of Nursing to initiate any revisions to this policy and it shall be the responsibility of the Chief Medical Officer to approve any revision to this policy.

Signatory approval on file by: Dale M. Dunn, MD Chief Medical Officer, School of Medicine
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