**Determining Essential Core Competencies for Public Health Jobs:**

**A Prioritization Process**

**Competency Selection Worksheets**

This set of Competency Selection Worksheets is a supplemental file for *Determining Essential Core Competencies for Public Health Jobs:* *A Prioritization Process*. These eight worksheets can be used to facilitate the prioritization process. There is a separate worksheet for each of the [eight Core Competencies for Public Health Professionals (Core Competencies) domains](http://www.phf.org/programs/corecompetencies/Pages/Core_Competencies_Domains.aspx). The worksheets list the competencies in the modified version of the Core Competencies that are included in that domain. They are designed to be printed and distributed to workshop participants during Step 1 of the voting process. Participants can use the worksheets to indicate which competencies they feel are most important for their job category. Full instructions for conducting the prioritization process can be found in *Determining Essential Core Competencies for Public Health Jobs:* *A Prioritization Process* (PDF) located at [www.phf.org/DeterminingPHJobCompetencies](http://www.phf.org/DeterminingPHJobCompetencies).

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**Competency Selection Worksheet**

**Domain 1: Analytical/Assessment Skills**

*[Insert organization’s question for participants]*

|  |  |
| --- | --- |
|  | **Vote** |
| **Domain 1: Analytical/Assessment Skills** |  |
| **Data collection** |  |
| Collect quantitative and qualitative data and information on community health needs |  |
| Collect quantitative and qualitative data and information on community assets |  |
| **Data analysis** |  |
| Determine validity, reliability, and comparability of data |  |
| Analyze quantitative and qualitative data |  |
| Interpret quantitative and qualitative data |  |
| **Community health assessment** |  |
| Assess community health status |  |
| Develop community health assessment |  |
| **Evidence-based decision making** |  |
| Make evidence-based decisions |  |
| Advocate for the use of evidence |  |
| **Ethical use of data** |  |
| Apply ethical principles in the use of data and information |  |
| **Information technology** |  |
| Apply information technology in the use of data and information |  |

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**Domain 2: Policy Development/Program Planning Skills**

*[Insert organization’s question for participants]*

|  |  |
| --- | --- |
|  | **Vote** |
| **Domain 2: Policy Development/Program Planning Skills** |  |
| **Community health improvement planning** |  |
| Use community health assessment in developing community health improvement plan |  |
| **Strategic planning** |  |
| Contribute to development of strategic plan |  |
| Implement strategic plan |  |
| **Policy, program, and service development** |  |
| Develop goals and objectives |  |
| Monitor trends |  |
| Develop and recommend options |  |
| **Policy, program, and service implementation** |  |
| Implement policies, programs, and services |  |
| Manage within budgets and staffing levels |  |
| **Policy, program, and service improvement** |  |
| Evaluate policies, programs, and services |  |
| Implement strategies for continuous improvement |  |
| **External policies, programs, and services** |  |
| Influence policies, programs, and services external to the organization |  |
| **Public health informatics** |  |
| Apply public health informatics to policies, programs, and services |  |

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**Domain 3: Communication Skills**

*[Insert organization’s question for participants]*

|  |  |
| --- | --- |
|  | **Vote** |
| **Domain 3: Communication Skills** |  |
| **Literacy assessment** |  |
| Assess the literacy of populations served |  |
| **Written and oral communication** |  |
| Communicate in writing and orally with linguistic and cultural proficiency |  |
| **Community input** |  |
| Solicit input from the community |  |
| **Information dissemination** |  |
| Determine approaches for disseminating data and information |  |
| Convey data and information |  |
| **Behavior change** |  |
| Communicate to influence behavior |  |
| **Facilitation** |  |
| Facilitate communication |  |
| **Agency and organization roles** |  |
| Communicate the roles of governmental public health, health care, and other partners |  |

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**Domain 4: Cultural Competency Skills**

*[Insert organization’s question for participants]*

|  |  |
| --- | --- |
|  | **Vote** |
| **Domain 4: Cultural Competency Skills** |  |
| **Population diversity** |  |
| Describe the concept of diversity |  |
| Describe the diversity within a community |  |
| **Workforce diversity** |  |
| Describe the value of a diverse workforce |  |
| Advocate for a diverse workforce |  |
| **Cultural influences on policies, programs, and services** |  |
| Recognize the influence of population diversity on programs, policies, and services |  |
| Address population diversity in policies, programs, and services |  |
| **Policy, program, and service impacts** |  |
| Assess the effects of policies, programs, and services on different populations |  |

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**Domain 5: Community Dimensions of Practice Skills**

*[Insert organization’s question for participants]*

|  |  |
| --- | --- |
|  | **Vote** |
| **Domain 5: Community Dimensions of Practice Skills** |  |
| **Community programs and services** |  |
| Distinguish the roles and responsibilities of governmental and non-governmental organizations |  |
| **Relationship building** |  |
| Identify relationships that are affecting health |  |
| Develop relationships |  |
| Maintain relationships |  |
| **Partner collaboration** |  |
| Facilitate collaboration among partners |  |
| **Community engagement** |  |
| Engage community members |  |
| Use community input for policies, programs, and services |  |
| **Community assets** |  |
| Explain the ways assets and resources can be used |  |
| **Advocacy** |  |
| Advocate for policies, programs, and resources |  |
| **Community-based participatory research** |  |
| Collaborate in community-based participatory research |  |

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**Domain 6: Public Health Sciences Skills**

*[Insert organization’s question for participants]*

|  |  |
| --- | --- |
|  | **Vote** |
| **Domain 6: Public Health Sciences Skills** |  |
| **Foundation of public health** |  |
| Discuss the scientific foundation of public health |  |
| Describe prominent events in public health |  |
| **Application of public health sciences** |  |
| Use public health sciences for policies, programs, services, and research |  |
| Apply public health sciences in administration and management |  |
| **Public health evidence** |  |
| Retrieve evidence from print and electronic sources |  |
| Determine limitations of evidence |  |
| Use evidence for policies, programs, and services |  |
| **Research ethics** |  |
| Identify the laws, regulations, policies, and procedures for ethical research |  |
| **Evidence-based public health** |  |
| Contribute to the public health evidence base |  |
| Develop partnerships to increase use of evidence |  |

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**Domain 7: Financial Planning and Management Skills**

*[Insert organization’s question for participants]*

|  |  |
| --- | --- |
|  | **Vote** |
| **Domain 7: Financial Planning and Management Skills** |  |
| **Governmental agencies** |  |
| Explain the structures, functions, and authorizations of governmental public health |  |
| Identify government agencies with authority to address community health needs |  |
| **Governance** |  |
| Implement policies and procedures of the governing body |  |
| **Public health and health care funding** |  |
| Explain public health and health care funding mechanisms and procedures |  |
| **Budgeting** |  |
| Justify programs for inclusion in budgets |  |
| Develop budgets |  |
| Defend budgets |  |
| **Proposal writing** |  |
| Prepare funding proposals |  |
| **Contract negotiation** |  |
| Negotiate contracts and other agreements |  |
| **Financial analysis** |  |
| Use financial analysis methods for policies, programs, and services |  |
| **Team building** |  |
| Establish teams |  |
| **Motivation** |  |
| Motivate personnel |  |
| **Performance management** |  |
| Develop performance management system |  |
| Use performance management system |  |

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**Domain 8: Leadership and Systems Thinking Skills**

*[Insert organization’s question for participants]*

|  |  |
| --- | --- |
|  | **Vote** |
| **Domain 8: Leadership and Systems Thinking Skills** |  |
| **Ethics** |  |
| Incorporate ethical standards of practice into all interactions |  |
| **Systems thinking** |  |
| Describe public health as part of a larger system |  |
| Explain how public health, health care, and other organizations can work together or individually |  |
| **Vision** |  |
| Collaborate in developing a vision for a healthy community |  |
| **Factors impacting effectiveness** |  |
| Analyze facilitators and barriers that may affect policies, programs, services, and research |  |
| **Professional development** |  |
| Provide opportunities for professional development |  |
| Ensure use of professional development opportunities |  |
| **Change management** |  |
| Modify practices in consideration of changes |  |
| **Continuous improvement** |  |
| Contribute to continuous performance improvement |  |
| **Advocacy for public health** |  |
| Advocate for the role of public health in population health |  |