

General Public Health Professionals Self Assessment

Introduction

The purpose of this self assessment is to help you discover your level of competency on key dimensions of public health practice.

A competency is any knowledge or skill of an individual or organization that has been shown to cause or predict outstanding performance. A collection of competencies make up a behavioral roadmap that is directly related to both individual and organizational performance.


By assessing your level of knowledge or skill for each competency indicator described, you will be able to prioritize your learning time to focus on those areas that are most important to you and to concentrate where the need for training and learning may be greatest.

How to complete this self assessment

The self assessment should take about 20 minutes to complete. It is divided into the following key dimensions of public health practice:

- Analytic/Assessment
- Policy Development and Program Planning
- Communication
- Cultural Competency
- Community Dimensions of Practice
- Public Health Sciences
- Financial Planning and Management
- Leadership and Systems Thinking

- 1) Read each competency indicator listed under the key dimension.
- 2) In each dimension, and for each competency indicator, think about what level you are currently able to perform the skill. Then rate your level of proficiency on each

indicator by clicking the drop down menu arrow () to select a number on the continuum from “N/A” (0) to “Proficient” (4) that best describes your self reported level of expertise for that indicator. If a particular competency indicator does not apply to your position, select number “0” for Not Applicable. **Note:** The competency indicators listed in each key dimension should be interpreted as broadly as possible to apply to your position and principal setting of employment.

In the example below, you would select number “4” for “Proficient” if you think you are excelling at this competency or select “1” for “None” if feel you need a great deal of improvement.

Example:

To what degree are you able to effectively...describe the characteristics of a population-based public health problem?

0=N/A	This skill is not applicable to my job
1=None	I am unaware, or have very little knowledge of the item
2=Awareness	I have heard of it; limited knowledge and/or ability to apply the skill
3= Knowledgeable	I am comfortable with knowledge or ability to apply the skill
4=Proficient	I am very comfortable, an expert; could teach this to others

- 3) At the end of each key dimension there is a place to write any comments you have. For example, if you think a competency is not applicable to the job or if you feel like an expert but may still want training or learning opportunities in a particular skill, please enter your comments in the comments section. These comments may be helpful to you and your supervisor in planning for your professional development.
- 4) When you have entered in your responses, your results will be tabulated automatically at the end of each key dimension and also entered automatically into the corresponding row in the "Your results" section at the end of the self assessment.
- 5) Review your results and follow the guidance offered in the "Interpreting your results" section to determine your next steps.
- 6) Enter your name, agency, county and date you completed the self assessment into the text boxes on the last page.

To **save** this self assessment with your responses, click "File" then "Save" on the Adobe Reader toolbar. You can now store this file on your computer for future reference.

To **print** the self assessment with your responses, click the "Print" icon on the Adobe Reader toolbar or the "Print Assessment" button at the end of the self assessment.

To **email** your completed self assessment to NC Public Health Academy staff, click the "Email Assessment" button at the end of the self assessment.

Although you are asked to provide your name, the name of the agency you work for, the county in which you work, and the date you completed the self assessment, your responses are confidential and will not be shared with anyone. Your responses will be combined with responses from others who have taken the self assessment and will then be aggregated at the state level. We ask for your name, agency and date only in the event we need to follow up with you about your self assessment or any comments you have made. The aggregated information will help the NC Public Health Academy understand the training and professional development needs of public health professionals in North Carolina and help us to better plan programs and learning opportunities that address those needs. **Thank you for your important contribution to this effort.**

Analytic/Assessment

- | | |
|------------------|-------------------------------------------------------------------------|
| 0=N/A | This skill is not applicable to my job |
| 1=None | I am unaware, or have very little knowledge of the item |
| 2=Awareness | I have heard of it; limited knowledge and/or ability to apply the skill |
| 3= Knowledgeable | I am comfortable with knowledge or ability to apply the skill |
| 4=Proficient | I am very comfortable, an expert; could teach this to others |

To what degree are you able to effectively...		
1	Describe the characteristics of a population-based public health problem	
2	Explain the uses and limitations of quantitative and qualitative data	
3	Select variables that measure public health conditions	
4	Identify sources of public health data and information	
5	Evaluate the integrity and comparability of data	
6	Identify gaps in data sources	
7	Apply ethical principles to the collection, maintenance, use, and dissemination of data and information	
8	Partner with communities to collect quantitative and qualitative data	
9	Make community-specific inferences from quantitative and qualitative data	
10	Interpret information regarding risks and benefits to the community	
11	Apply data collection processes, information technology applications, and computer systems storage/retrieval strategies	
12	Describe how data have utility in scientific, political, ethical, economic, and social public health issues	
Average total		

Comments:

Policy Development and Program Planning

- | | |
|------------------|-------------------------------------------------------------------------|
| 0=N/A | This skill is not applicable to my job |
| 1=None | I am unaware, or have very little knowledge of the item |
| 2=Awareness | I have heard of it; limited knowledge and/or ability to apply the skill |
| 3= Knowledgeable | I am comfortable with knowledge or ability to apply the skill |
| 4=Proficient | I am very comfortable, an expert; could teach this to others |

To what degree are you able to effectively...		
1	Gather information relevant to specific public health policy issues	
2	Write clear and concise policy statements	
3	Articulate the health, fiscal, administrative, legal, ethical, social, and political implications of policy options	
4	Determine the feasibility and expected outcomes of policy options	
5	Utilize decision analysis in the process of health planning	
6	Develop a plan to implement policy, including logic models, goals, program objectives, short and long term outcomes, and implementation steps	
7	Integrate policy into organizational plans, structures, and programs	
8	Implement emergency response plans	
9	Administer specific public health programs consistent with its public health laws and regulations	
10	Incorporate public health informatics practices in the management and retrieval of data	
	Average total	

Comments:

Communication

- 0=N/A This skill is not applicable to my job
- 1=None I am unaware, or have very little knowledge of the item
- 2=Awareness I have heard of it; limited knowledge and/or ability to apply the skill
- 3= Knowledgeable I am comfortable with knowledge or ability to apply the skill
- 4=Proficient I am very comfortable, an expert; could teach this to others

To what degree are you able to effectively...		
1	Communicate in writing and orally in person and through electronic means	
2	Advocate for public health programs and resources	
3	Use the media, multiple media sources, community and other emerging communication strategies to communicate public health information	
4	Present demographic, statistical, programmatic, and scientific information for professional and lay audiences	
5	Incorporate negotiation, conflict resolution, active listening techniques in the interactions with individuals and groups	
6	Adhere to the public health agency's communication policies and procedures, including following the chains of command, use of technology, and contacts with the media	
7	Describe how to solicit input from individuals and organizations	
Average total		

Comments:

Cultural Competency

- | | |
|------------------|-------------------------------------------------------------------------|
| 0=N/A | This skill is not applicable to my job |
| 1=None | I am unaware, or have very little knowledge of the item |
| 2=Awareness | I have heard of it; limited knowledge and/or ability to apply the skill |
| 3= Knowledgeable | I am comfortable with knowledge or ability to apply the skill |
| 4=Proficient | I am very comfortable, an expert; could teach this to others |

To what degree are you able to effectively...		
1	Incorporate methods for interacting with persons from diverse cultural, socioeconomic, educational, racial, ethnic and professional backgrounds	
2	Consider the role of cultural, social, and behavioral factors in determining the delivery of public health services	
3	Respond to problems that are the result of cultural differences	
4	Explain the dynamic forces that contribute to cultural diversity	
5	Describe the need for a diverse public health workforce	
	Average total	

Comments:

Community Dimensions of Practice

0=N/A	This skill is not applicable to my job
1=None	I am unaware, or have very little knowledge of the item
2=Awareness	I have heard of it; limited knowledge and/or ability to apply the skill
3= Knowledgeable	I am comfortable with knowledge or ability to apply the skill
4=Proficient	I am very comfortable, an expert; could teach this to others

To what degree are you able to effectively...		
1	Assess the community from an ecological perspective	
2	Collaborate in community based participatory research efforts	
3	Establish linkages with key stakeholders	
4	Facilitate collaboration with internal and external groups to ensure participation of key stakeholders	
5	Use group processes to advance community involvement in the resolution of public health problems	
6	Maintain partnerships over time	
7	Describe the role of government, the private sector and non profit sectors in the delivery of community health services	
8	Negotiate for the use community assets and resources during public health emergencies	
	Average total	

Comments:

Public Health Sciences

0=N/A	This skill is not applicable to my job
1=None	I am unaware, or have very little knowledge of the item
2=Awareness	I have heard of it; limited knowledge and/or ability to apply the skill
3= Knowledgeable	I am comfortable with knowledge or ability to apply the skill
4=Proficient	I am very comfortable, an expert; could teach this to others


To what degree are you able to effectively...		
1	Identify the individual's and organization's responsibilities within the context of the Essential Public Health Services and core functions	
2	Participate in the collection, storage, and retrieval of public health data	
3	Assess the health status of populations and their related determinants of health and illness, including the factors contributing to health promotion and disease prevention, and the use of health services	
4	Apply the basic public health sciences to health promotion and disease and injury prevention	
5	Retrieve scientific evidence from a variety of text and electronic sources	
6	Clarify the limitations of research findings	
7	Describe the importance of research observations and interrelationships among findings	
8	Adhere to the requirements of patient confidentiality and human subjects.	
	Average total	

Comments:

Financial Planning and Management

0=N/A	This skill is not applicable to my job
1=None	I am unaware, or have very little knowledge of the item
2=Awareness	I have heard of it; limited knowledge and/or ability to apply the skill
3= Knowledgeable	I am comfortable with knowledge or ability to apply the skill
4=Proficient	I am very comfortable, an expert; could teach this to others

To what degree are you able to effectively...		
1	Describe the historical development, structure, and relationship of state and federal public health and health care systems	
2	Describe the structure, function, and jurisdictional authority of the organizational units within federal, state, and local public health agencies	
3	Describe the roles of other agencies within the federal, state, and local levels of government that may have associational authority with public health under certain situations (e.g., emergency event) or with specific issues (e.g., water or farm animals)	
4	Adhere to the judiciary and operational procedures of the administrative body(s) that oversees the operations of the public health agency, such as, the board of health, the county commissioners, state health department or governor's office	
5	Develop a programmatic budget	
6	Implement a formal budget review	
7	Manage programs within budget constraints	
8	Develop strategies for determining budget priorities	
9	Monitor program performance	
10	Prepare the narrative and fiscal components of proposals for funding from external sources	
11	Apply basic human relations skills to the management of organizations, motivation of personnel, and resolution of conflicts	

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Leadership and Systems Thinking

0=N/A	This skill is not applicable to my job
1=None	I am unaware, or have very little knowledge of the item
2=Awareness	I have heard of it; limited knowledge and/or ability to apply the skill
3= Knowledgeable	I am comfortable with knowledge or ability to apply the skill
4=Proficient	I am very comfortable, an expert; could teach this to others

To what degree are you able to effectively...		
1	Incorporate ethical standards of practice as the basis of interactions with organizations and communities	
2	Incorporate systems thinking into the assessment of the role of the public health agency	
3	Participate with stakeholders in identifying key values and a shared vision as guiding principles for community action	
4	Identify internal and external issues that may effect the delivery of essential public health services	
5	Acknowledge that public health practice will need to adapt to changes in the larger social/political environment	
6	Promote team and organizational learning	
7	Contribute to the measuring, reporting and improvement of organizational performance	
8	Maintain a career long commitment to maintaining professional competence	
	Average total	

Comments:

Your results

The average total from each key dimension appears in the corresponding row below.

Key dimension	Average total
Analytic/Assessment	
Policy Development and Program Planning	
Communication	
Cultural Competency	
Community Dimensions of Practice	
Public Health Sciences	
Financial Planning and Management	
Leadership and Systems Thinking	

Interpreting your results

Based on the averages you have for each key dimension in the “Your results” section above, you are now ready to identify the strengths in your practice and the areas that you would like to improve or strengthen.

For example, if you have scored a “1” in any dimension, you will want to consider focusing your time and energy towards achieving the competency indicators in that dimension, followed by dimensions in which you score a “2”, with a lower priority given to dimensions in which you scored a “3” or higher.

Once you have identified your priorities, you can use this information to guide you in developing a learning plan with one or more personal professional goals for the next year, in guiding a discussion with your supervisor, mentor or coach and in choosing learning opportunities that will help you reach your goals and meet the requirements for continuing competence in your occupation or discipline.

To locate a sample learning plan and occupation-or discipline-specific learning opportunities, visit the NC Public Health Academy website at ncpublichealthacademy.org/. Then click the link to your occupation or discipline.

Name:

County:

Agency:

Date: