

# Electronic Health Records (EHR) Competency Model



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- Competency Model Initiative Background
- Competency Model Basics and Building Blocks Model
- Model Development Process
- Overview of EHR Model

# Employment and Training Administration (ETA) Investments

- **Employment and Training Administration (ETA)** invests in job training for targeted industry sectors to prepare workers to take advantage of job opportunities in economically vital industries and sectors of the American economy

# ETA's Industry Competency Initiative

- **Communicate** the skills necessary for workplace success to
  - Educators
  - Employers and Industry Leaders
  - Career Guidance Professionals
  - Public Workforce System
  - Credential Developers
- **Bring together** industry leaders, education partners, and workforce professionals to develop competency models
- Provide a resource for **developing/assessing industry education and training materials**
- Promote the **portability of credentials**
- **Prevent future duplication of effort** by sharing research and information

# Competency Model Definitions

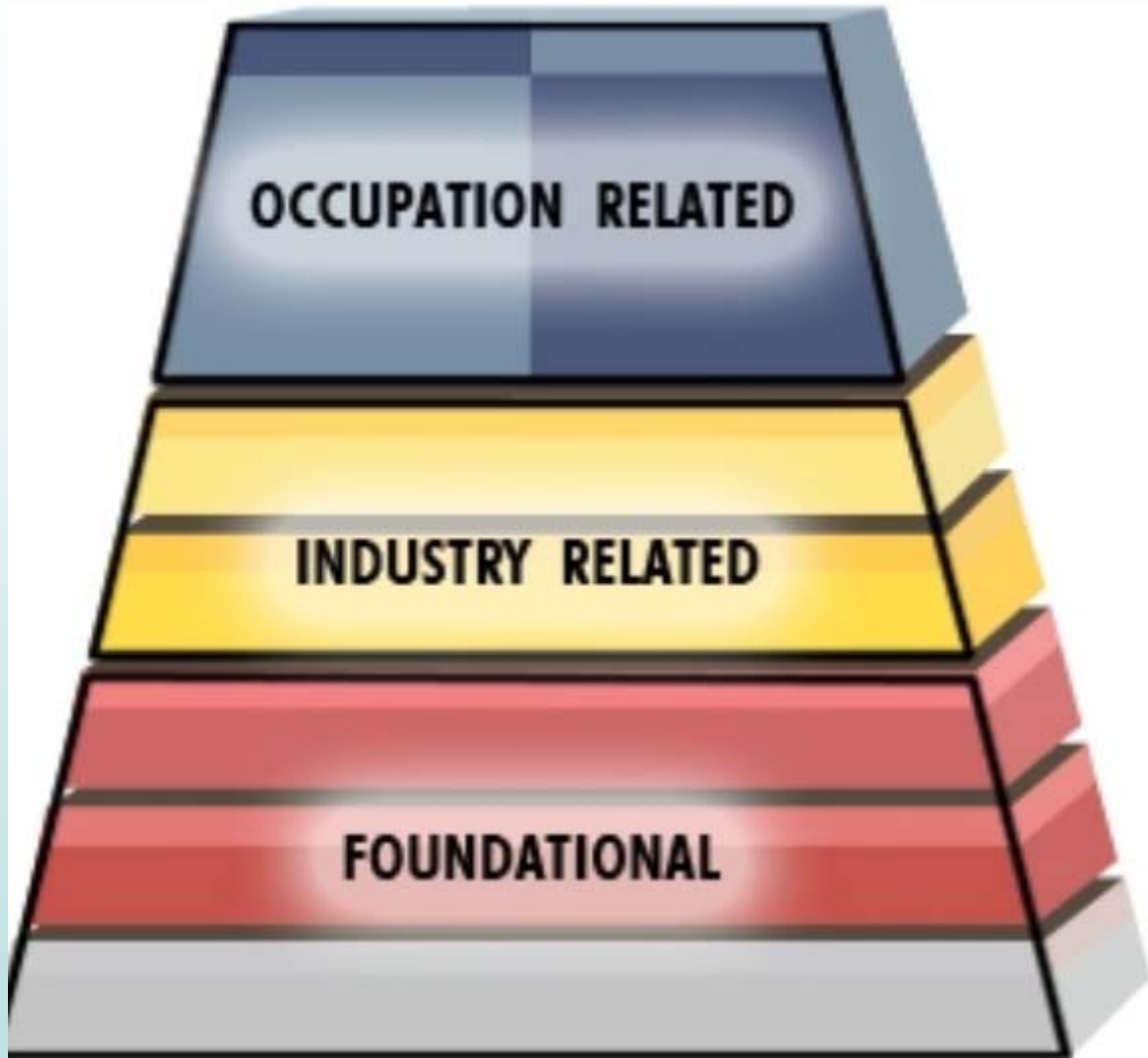
**Competency:** a specific, identifiable, definable, and measurable skill or characteristic that is essential for the performance of an activity within a specific business or industry context.

**Competency model:** a clear description of what a worker needs to know and be able to do – the knowledge, skills, and abilities – to perform well in a specific job, occupation, or industry.

## Examples:

- Critical & Analytical Thinking
- Problem Solving & Decision Making
- Mathematics
- Teamwork
- Basic Computer Skills

# Building Blocks Model



# Competency Model Tiers

Tier 6-9 – Occupation-Specific

Tier 5 – Industry-Sector

Tier 4 – Industry-Wide

Tier 3 – Workplace

Tier 2 – Academic

Tier 1 – Personal Effectiveness

## Tier 3 – Workplace Competencies

### 1. Teamwork: Working cooperatively with others to complete work assignments.

#### *Acknowledging team membership and role*

- Accept membership in the team
- Identify the roles of each team member
- Show loyalty to the team
- Determine when to be a leader and when to be a follower depending on what is needed to achieve the team's goals and objectives
- Encourage others to express their ideas and opinions
- Identify and draw upon team members' strengths and weaknesses to achieve results
- Learn from other team members

# Why Competency Models?

- Ensure that future workers have the right skills
- Develop/assess course and program curriculum, licensure and certification
- Perform HR functions like job descriptions, recruitment, hiring, performance reviews
- Perform Labor Market Analysis
- Explore Careers
- Develop career ladders/lattices

# Model Development Process

## 1. Conduct Research

- Analyze existing resource materials
- Identify commonalities
- Integrate with foundational competencies

## 2. Develop draft competency model

## 3. Convene industry partners

- Review and provide feedback
- Refine and validate the model
- Final validation

## 4. Launch and promote the model

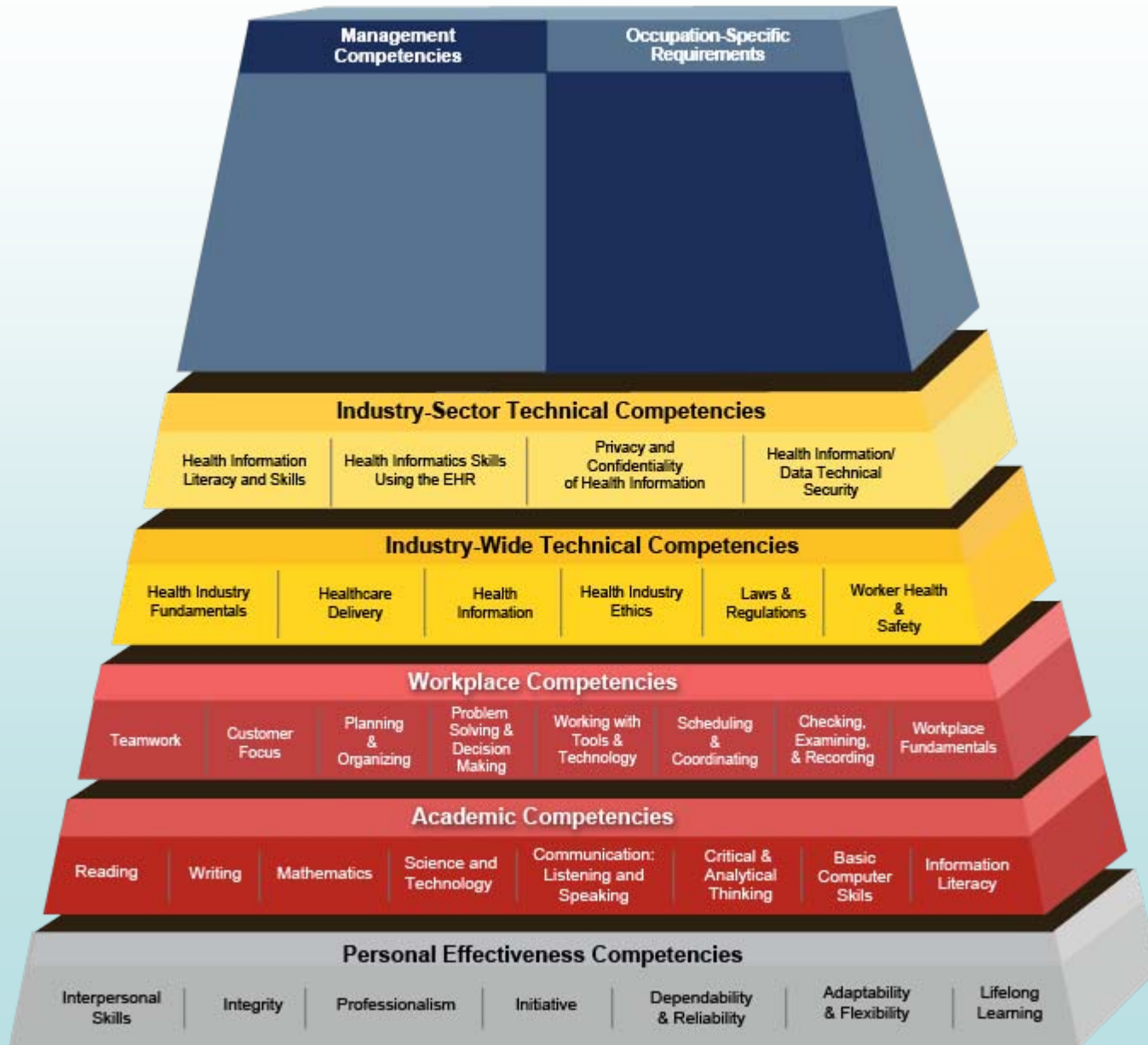
## 5. Plan to maintain and update the model

# Role of Validators

## Questions asked of validators

- Does the framework reflect the major competency groups in the industry (personal effectiveness, academic, workplace, cross-industry, and industry sector)?
- Are there any missing competencies that should be included?
- Are any terminology changes needed?

# Health: EHR Industry Competency Model



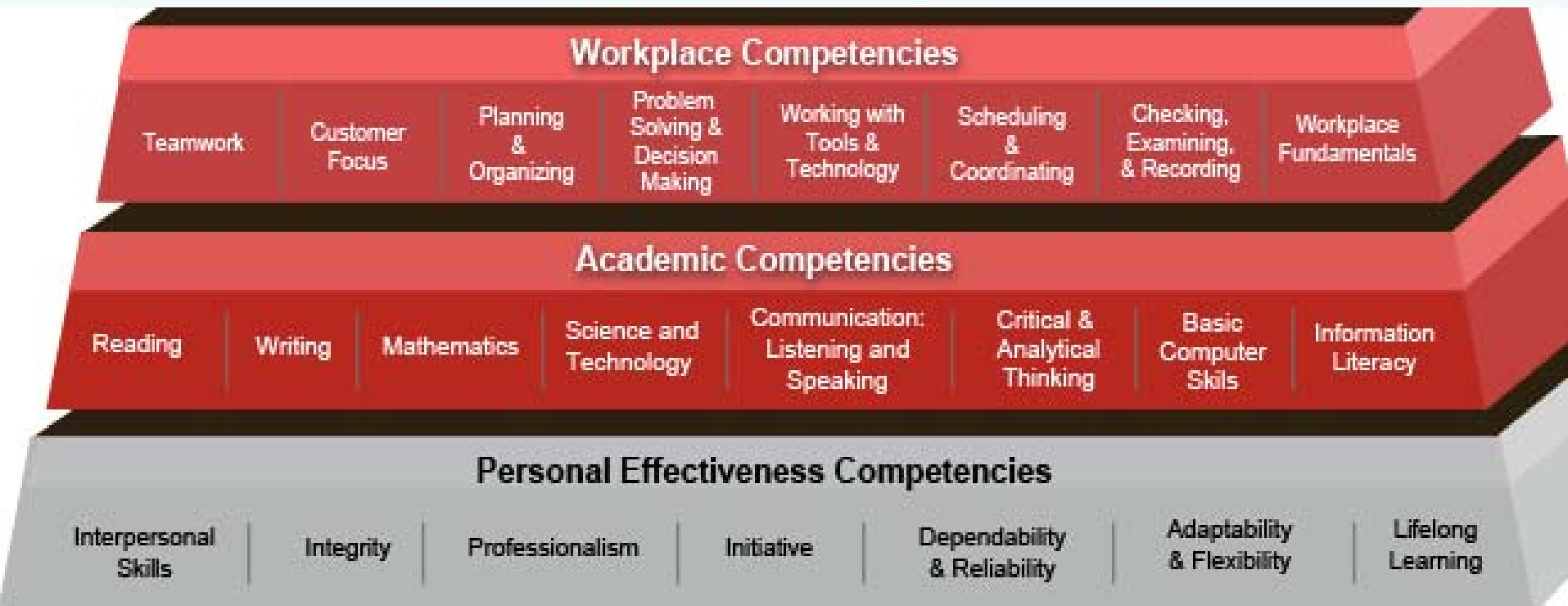
# Sources Used

- Certification and Licensures
- Curriculum and Course Descriptions
- Existing Competency Models
- Skills Standards and Job Profiles
- Subject Matter Experts
- US DOL Occupational Information Network (O\*Net) Occupation Reports
- US DOL Job Corps Training Achievement Records (TAR)
- Complete list of resources included with model

# Contributing Subject Matter Experts

- U.S. Department of Health and Human Services' Office of the National Coordinator for Health Information Technology (HHS ONC)
- U.S. Department of Education
- The States Career Clusters Initiative (SCCI)
- American Health Information Management Association (AHIMA)
- Bellevue College
- Commission on Accreditation for Information Management (CAHIM)
- CompTIA
- Cuyahoga Community College
- Health Information and Management Systems Society (HIMSS)
- The Health Professions Network (HPN)
- Providence Health & Services
- Saint Petersburg College
- Weber State University

# EHR Foundational Competencies (Tiers 1-3)



# Industry-Wide Competencies (Tier 4)

## Industry-Wide Technical Competencies

Health Industry  
Fundamentals

Healthcare  
Delivery

Health  
Information

Health Industry  
Ethics

Laws &  
Regulations

Worker Health  
&  
Safety

- Health Industry Fundamentals
- Healthcare Delivery
- Health Information
- Health Industry Ethics
- Laws & Regulations
- Worker Health & Safety

# Industry-Sector Competencies(Tier 5)

## Industry-Sector Technical Competencies

Health Information  
Literacy and Skills

Health Informatics Skills  
Using the EHR

Privacy and  
Confidentiality  
of Health Information

Health Information/  
Data Technical  
Security

- Health Information Literacy and Skills
- Health Information Skills Using the EHR
- Privacy and Confidentiality of Health Information
- Health Information/ Data Technical Security

# Where to get the Model?

- Competency Model Clearinghouse

<http://www.careeronestop.org/competencymodel/>

- EHR model

<http://www.careeronestop.org/competencymodel/pyramid.aspx?EHR=Y>

- For examples of competency model use, see the Competency Model Clearinghouse's User Showcase

[http://www.careeronestop.org/competencymodel/competencymodel\\_users.aspx](http://www.careeronestop.org/competencymodel/competencymodel_users.aspx)

# Thanks!

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