**[Insert organisation name/logo]**

**CAPABILITY DEVELOPMENT AND REVIEW FORM**

**Employee information**

|  |  |
| --- | --- |
| **Employee name and position** |  |
| **Length of time in position** |  |
| **Length of time with the organisation** |  |
| **Supervisor name and position** |  |

**Review information**

|  |  |
| --- | --- |
| **Review date** |  |
| **Review section** | Domain 4: Ethical, safe and responsible practice  Observe and promote ethical standards  Maintain a high standard of integrity and professionalism  Be accountable for all actions and decisions  Practise within all applicable legal and regulatory frameworks  Understand and comply with work health and safety requirements  Contribute to continuous improvement in quality and safety |

**Assessment ratings**

|  |  |
| --- | --- |
| **Met** | Indicators met |
| **Developing** | Indicators partially met |
| **Not met** | Indicators not met |

| **Domain 4: Ethical, safe and responsible practice** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Capability** | **Indicator** | **Rating** | | **Action Plan** | **Timeframe-Status** |
| **Self** | **Supervisor** |
| **Observe and promote ethical standards** | * + 1. Abides by an appropriate professional code of ethics | Met  Developing  Not met | Met  Developing  Not met |  |  |
| * + 1. Applies the principles of human rights and social justice in day-to-day work | Met  Developing  Not met | Met  Developing  Not met |  |  |
| * + 1. Identifies relevant organisational policies and procedures, and uses them to guide ethical decision making | Met  Developing  Not met | Met  Developing  Not met |  |  |
| * + 1. Seeks appropriate consultation and support with the relevant manager/supervisor/other when faced with an ethical dilemma | Met  Developing  Not met | Met  Developing  Not met |  |  |
| **Observe and promote ethical standards** | * + 1. Critically examines and reflects on personal and professional ethics and values that influence practice | Met  Developing  Not met | Met  Developing  Not met |  |  |
| * + 1. Challenges systems, policies and practices that are unjust or fail to meet international standards of human rights | Met  Developing  Not met | Met  Developing  Not met |  |  |
| **Comments** | | | | | |
|  | | | | | |

| **Domain 4: Ethical, safe and responsible practice** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Capability** | **Indicator** | **Rating** | | **Action Plan** | **Timeframe-Status** |
| **Self** | **Supervisor** |
| **Maintain a high standard of integrity and professionalism** | * + 1. Models and promotes the values, attitudes and behaviours expected of role/profession, and consistently acts in a principled and accountable manner | Met  Developing  Not met | Met  Developing  Not met |  |  |
| * + 1. Displays honesty and integrity by acknowledging mistakes and by seeking appropriate learning and support where necessary | Met  Developing  Not met | Met  Developing  Not met |  |  |
| * + 1. Presents a professional demeanour and image likely to engender safety, confidence and trust | Met  Developing  Not met | Met  Developing  Not met |  |  |
| * + 1. Recognises that private behaviour should not have an adverse impact on professional practice | Met  Developing  Not met | Met  Developing  Not met |  |  |
| **Maintain a high standard of integrity and professionalism** | * + 1. Promptly addresses unethical or otherwise inappropriate behaviour through suitable means | Met  Developing  Not met | Met  Developing  Not met |  |  |
| **Comments** | | | | | |
|  | | | | | |

| **Domain 4: Ethical, safe and responsible practice** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Capability** | **Indicator** | **Rating** | | **Action Plan** | **Status** |
| **Self** | **Supervisor** |
| * 1. **Be accountable for all actions and decisions** | * + 1. Works within the defined duties and responsibilities of the position description or a defined scope of practice | Met  Developing  Not met | Met  Developing  Not met |  |  |
| * + 1. Maintains appropriate personal and professional boundaries | Met  Developing  Not met | Met  Developing  Not met |  |  |
| * + 1. Recognises power imbalances and takes steps to safeguard people against abuse and misuse of position and authority | Met  Developing  Not met | Met  Developing  Not met |  |  |
| * + 1. Recognises and declares conflicts of interest when they arise | Met  Developing  Not met | Met  Developing  Not met |  |  |
| * + 1. Maintains privacy and confidentiality, and understands the relevant legal safeguards, limitations and constraints | Met  Developing  Not met | Met  Developing  Not met |  |  |
| * 1. **Be accountable for all actions and decisions** | * + 1. Uses equipment and resources responsibly and for their specified purpose | Met  Developing  Not met | Met  Developing  Not met |  |  |
| * + 1. Recognises own limitations, and refrains from undertaking activities where capability has not been demonstrated or where appropriate education, training, consultation and experience have not been undertaken | Met  Developing  Not met | Met  Developing  Not met |  |  |
| * + 1. Reflects on professional performance with a view to improving outcomes | Met  Developing  Not met | Met  Developing  Not met |  |  |
| **Comments** | | | | | |
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| **Domain 4: Ethical, safe and responsible practice** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Capability** | **Indicator** | **Rating** | | **Action Plan** | **Timeframe-Status** |
| **Self** | **Supervisor** |
| **Practise within all applicable legal and regulatory frameworks** | * + 1. Observes duty-of-care obligations, and responds to breaches or lapses in duty of care promptly and appropriately | Met  Developing  Not met | Met  Developing  Not met |  |  |
| * + 1. Maintains and stores information/records in line with privacy and confidentiality requirements | Met  Developing  Not met | Met  Developing  Not met |  |  |
| * + 1. Complies with legal and organisational requirements for obtaining and recording informed consent | Met  Developing  Not met | Met  Developing  Not met |  |  |
| * + 1. Fulfils mandatory reporting responsibilities | Met  Developing  Not met | Met  Developing  Not met |  |  |
| **Practise within all applicable legal and regulatory frameworks** | * + 1. Alerts the appropriate manager/supervisor/other in a timely manner of any relevant laws, regulations, standards, codes or policies not observed by the program/service/organisation | Met  Developing  Not met | Met  Developing  Not met |  |  |
| **Comments** | | | | | |
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| **Domain 4: Ethical, safe and responsible practice** | | | | | |
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| **Capability** | **Indicator** | **Rating** | | **Action Plan** | **Status** |
| **Self** | **Supervisor** |
| **Understand and comply with work health and safety requirements** | * + 1. Recognises and acts on legal responsibilities for work health and safety, including contributing to the psychological safety of the workplace | Met  Developing  Not met | Met  Developing  Not met |  |  |
| * + 1. Recognises, reports and manages safety breaches and hazards in line with relevant policies, protocols and guidelines | Met  Developing  Not met | Met  Developing  Not met |  |  |
| * + 1. Applies the principle of open disclosure to notify people of incidents or lapses in care or safety as appropriate | Met  Developing  Not met | Met  Developing  Not met |  |  |
| * + 1. Consults and collaborates with others to identify, analyse and implement strategies to minimise risk | Met  Developing  Not met | Met  Developing  Not met |  |  |
| * + 1. Participates in ongoing workplace health and safety training, consultations and discussions | Met  Developing  Not met | Met  Developing  Not met |  |  |
| **Understand and comply with work health and safety requirements** | * + 1. Uses safety equipment and personal protective equipment as instructed, where required | Met  Developing  Not met | Met  Developing  Not met |  |  |
| * + 1. Escalates concerns regarding policies, service provision or workplace behaviours with the appropriate manager/supervisor/other | Met  Developing  Not met | Met  Developing  Not met |  |  |
| **Comments** | | | | | |
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| **Domain 4: Ethical, safe and responsible practice** | | | | | |
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| **Capability** | **Indicator** | **Rating** | | **Action Plan** | **Status** |
| **Self** | **Supervisor** |
| **Contribute to continuous improvement in quality and safety** | * + 1. Demonstrates knowledge and understanding of quality improvement methodology and of the organisation’s quality and safety framework | Met  Developing  Not met | Met  Developing  Not met |  |  |
| * + 1. Participates in relevant quality improvement activities, including but not limited to organisational accreditation, policy development, audits and benchmarking | Met  Developing  Not met | Met  Developing  Not met |  |  |
| * + 1. Supports partnering at service planning and evaluation level to enhance outcomes and ensure greater participation at all levels | Met  Developing  Not met | Met  Developing  Not met |  |  |
| * + 1. Collects and uses routine outcome data to inform and drive practice improvement | Met  Developing  Not met | Met  Developing  Not met |  |  |
| **Contribute to continuous improvement in quality and safety** | * + 1. Provides opportunities and encouragement for people to evaluate service delivery, and ensures people are aware of organisational feedback and complaints mechanisms | Met  Developing  Not met | Met  Developing  Not met |  |  |
| **Comments** | | | | | |
|  | | | | | |