**[Insert organisation name/logo]**

**CAPABILITY REVIEW AND DEVELOPMENT 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 5: Personal and professional development[ ]  Make an effective professional contribution[ ]  Engage in research and evaluation[ ]  Engage in continuing professional development[ ]  Engage in professional supervision[ ]  Engage with self-care |

**Assessment ratings**

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

| **Domain 5: Personal and professional development** |
| --- |
| **Capability** | **Indicator** | **Rating** | **Action Plan** | **Timeframe-Status** |
| **Self** | **Supervisor** |
| * 1. **Make an effective professional contribution**
 | * + 1. Gathers relevant information, consults with others and asks questions as necessary to make well informed, timely decisions
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| * + 1. Displays diligence, demonstrating care and attention to detail in undertaking professional activities
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| * + 1. Considers situations and problems from different perspectives, keeping an open mind to different possibilities
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| * + 1. Maintains a positive approach in the face of uncertainty and change, and accepts and adapts to new or different ways of working
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| * + 1. Cultivates the ability to identify and learn from mistakes
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| * 1. **Make an effective professional contribution**
 | * + 1. Demonstrates initiative and uses time and resources efficiently to achieve desired outcomes
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| * + 1. Uses innovation and creativity to optimise improvements in service delivery and in practice
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| * + 1. Displays optimism, resilience, persistence and drive to achieve desired outcomes, including motivating others in the face of setbacks
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| **Comments** |
|  |

| **Domain 5: Personal and professional development** |
| --- |
| **Capability** | **Indicator** | **Rating** | **Action Plan** | **Timeframe-Status** |
| **Self** | **Supervisor** |
| **Engage in research and evaluation**  | * + 1. Recognises and values the role of research and evaluation in obtaining and generating knowledge for practice
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| * + 1. Maintains currency of research and evaluation knowledge, appropriate to role, occupation and area of speciality
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| * + 1. Applies and integrates current evidence and knowledge to practice, focusing on improvements in outcomes
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| * + 1. Seeks and takes up opportunities to partner and collaborate with researchers to generate knowledge for practice
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| * + 1. Embraces opportunities to engage people accessing services, their family and significant others in research and evaluation, including co-production and research leadership
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| **Engage in research and evaluation**  | * + 1. Applies ethical principles when conducting or participating in research and evaluation
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| * + 1. Contributes to knowledge generation and dissemination activities consistent with role and experience
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| **Comments** |
|  |

| **Domain 5: Personal and professional development** |
| --- |
| **Capability** | **Indicator** | **Rating** | **Action Plan** | **Timeframe-Status** |
| **Self** | **Supervisor** |
| **Engage in continuing professional development** | * + 1. Actively participates in continuing professional development in line with occupational requirements
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| * + 1. Develops, implements and regularly reviews a personal and professional development plan
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| * + 1. Keeps informed of new research, evidence and developments, appropriate to role, occupation and area of speciality
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| * + 1. Contributes to the learning and professional development needs of others, where appropriate
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| **Engage in continuing professional development** | * + 1. Maintains professional certification and association requirements, as required
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| **Comments** |
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| **Domain 5: Personal and professional development** |
| **Capability** | **Indicator** | **Rating** | **Action Plan** | **Status** |
| **Self** | **Supervisor** |
| **Engage in professional supervision** | * + 1. Understands the role, purpose and function of supervision and the importance of seeking supervision from an appropriately trained and qualified supervisor
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| * + 1. Actively participates in supervisory processes as appropriate, including cultural supervision where necessary
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| * + 1. Actively seeks feedback from peers and manager/supervisor in order to continuously improve practice
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| * + 1. Engages in critical reflection in supervision and in practice, including examining personal and professional values that influence practice
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| **Comments** |
|  |

| **Domain 5: Personal and professional development** |
| --- |
| **Capability** | **Indicator** | **Rating** | **Action Plan** | **Timeframe-Status** |
| **Self** | **Supervisor** |
| **Engage with self-care** | * + 1. Understands the potential for work-induced stress and trauma, and works to prevent and, where necessary, mitigate harm
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| * + 1. Routinely reflects on personal and professional strengths, resources and limitations, sets realistic self-expectations and learns from experience and feedback from peers
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| * + 1. Schedules regular self-care breaks, maintains reasonable work hours and addresses work-related concerns with the appropriate manager/supervisor/other
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| * + 1. Employs coping and relaxation strategies and works towards developing and honing personal resilience skills.
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| * 1. **Engage with self-care**
 | * + 1. Builds and maintains support systems for self at work, and supports others to care for their health and wellbeing as appropriate
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| **Comments** |
|  |