**[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** |
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| **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** |
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| **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** |
|  |

| **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** |
|  |

| **Domain 4: Ethical, safe and responsible practice** |
| --- |
| **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** |
|  |

| **Domain 4: Ethical, safe and responsible practice** |
| --- |
| **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** |
|  |