



NATIONAL ASSOCIATION OF
CHRONIC DISEASE DIRECTORS
Promoting Health. Preventing Disease.

Competency Assessment Tool

Purpose and Use

The NACDD Competency Assessment Tool enables you to assess your proficiency across the range of skills and knowledge identified as specific to leading and managing chronic disease programs that improve the health of the public.

The Competencies Assessment Tool can be used to:

- Confirm your strengths
- Identify where growth is needed to make you a better chronic disease practitioner
- Identify learning opportunities to improve your skills and knowledge
- Structure a job performance evaluation
- Compare your self-assessment to your supervisor's rating of your performance
- Assess the strengths and areas of improvement of team members with whom you work to support sharing of expertise
- Build a plan of work or a professional improvement plan
- Gain insights and strategies to make a career move

Content

The competencies assessment tool was developed by the National Association of Chronic Disease Directors, based on a full set of competencies that describe the ideal chronic disease practitioner. To view the complete competencies set and background information about the competencies project, please visit the NACDD website at <http://www.chronicdisease.org/>. This tool enables you to assess your level of proficiency on the most important specific tasks in skills and knowledge in each of the seven competency domains:

- Build support
- Develop and evaluate programs
- Influence policy and systems change
- Lead strategically
- Manage people
- Manage programs and resources
- Use public health science

Directions:

Complete the proficiency ratings on the following pages. Use the self-scoring table to determine your overall proficiency level in each of the seven competency domains. Reflect on the results in the context of your job to create a personalized professional development plan.

Proficiency Rating

Directions: Rate each of the items on your current proficiency, relative to each of the other statements, where:

0=not relevant to my job

1=not at all proficient

2=somewhat proficient

3=proficient

4=highly proficient

5=outstanding proficiency or special strength/expertise in this area.

#	Item	Rating
1	Apply principles of cultural appropriateness to program design.	
2	Practice effective time management.	
3	Establish and maintain linkages and/or partnerships with key stakeholders (including traditional, nontraditional, and academic partners).	
4	Use effective collaboration strategies to build meaningful partnerships.	
5	Assess the impact of public policies, laws, and regulations on chronic disease prevention and control.	
6	Recognize and apply current relevant scientific evidence.	
7	Facilitate integration among chronic disease programs.	
8	Identify and assess potential funding opportunities.	
9	Select appropriate program and intervention activities.	
10	Navigate cooperative agreements with the CDC.	
11	Facilitate integration between chronic disease programs and other state health-related programs (e.g., surveillance, oral health, maternal and child health, Medicaid, state employee health insurance, emergency preparedness).	
12	Leverage resources.	
13	Provide leadership to create key values and shared vision.	
14	Respond with flexibility to changing needs.	
15	Develop and adapt approaches to problems that take into account differences among populations.	
16	Use policy as a tool in advancing chronic disease and control.	
17	Use program evaluation findings to improve program performance.	
18	Recruit and retain a diverse chronic disease workforce.	
19	Describe socioeconomic and behavioral determinants of health disparities.	
20	Successfully manage a team of professional staff.	
21	Articulate key chronic disease issues.	
22	Balance needs, requirements, partnerships, work load, etc. for multiple projects/programs.	
23	Lead and participate in groups to address emerging chronic disease issues.	
24	Set program goals and objectives of chronic disease programs.	
25	Advocate for chronic disease programs and resources.	
26	Recruit, mentor, and support a diverse interdisciplinary team.	
27	Identify and use public health data as a tool to develop and prioritize community-based interventions or policies for chronic disease.	
28	Explain systems thinking and principles of systems change.	
29	Discuss the underlying causes and management of chronic diseases, including behavioral, medical, genetic, environmental and social factors.	

30	Articulate evidence-based approaches to chronic disease prevention and control.	
31	Demonstrate critical thinking.	
32	Manage chronic disease programs within budget constraints.	
33	Listen to others in an unbiased manner, respect points of view of others, and promote the expression of diverse opinions and perspectives.	
34	Monitor chronic disease program performance.	
35	Communicate effectively (orally and in writing) for professional and lay audiences.	

Scoring:

Directions: Use the scoring table below to tally your score for each of the competency domains. Add up your ratings for each of the items within that domain. Circle the overall proficiency level for each domain, based on your total score for that domain. Remember that these competencies represent an ideal toward which practitioners can strive. Outstanding proficiency is just that – outstanding and rare. In the comments section, you may wish to describe particular examples of accomplishments, breadth or depth of experience, contextual factors that affect your ability to do this work, or comments about your degree of interest in this aspect of your job. Not all competencies or domains will be equally applicable to all jobs. Use the comments section to make notes about the relevance to your job. These comments will not formally affect your score, but may help you to interpret your scores, remind you of topics you want to discuss with your supervisor or colleagues and help you in prioritizing your professional development plan below.

Competency Domain	Fill in your ratings for each item number. Add your ratings to create your total score for each domain.	Circle your overall proficiency level for this domain, based on your total score.	Comments
Build support	Item 3 _____ 4 _____ 11 _____ 23 _____ 25 _____ 33 _____ 35 _____ Total: _____	Total Scores: 31-35 = Outstanding proficiency 24-30 = Highly proficient 17-23 = Proficient 10-16 = Somewhat Proficient 7-9 = Low Proficiency	
Design and evaluate programs	Item 1 _____ 9 _____ 17 _____ 27 _____ Total: _____	Total Scores: 18-20 = Outstanding proficiency 14-17 = Highly proficient 10-13 = Proficient 6-9 = Somewhat Proficient 4-5 = Low Proficiency	

Influence policy and systems change	Item 5 _____ 16 _____ 28 _____ Total: _____	Total Scores: 14-15 = Outstanding proficiency 10-13 = Highly proficient 7-9 = Proficient 4-6 = Somewhat Proficient 3 = Low Proficiency	
Lead strategically	Item 7 _____ 12 _____ 13 _____ 14 _____ 31 _____ Total: _____	Total Scores: 22-25 = Outstanding proficiency 17-21 = Highly proficient 12-16 = Proficient 7-11 = Somewhat Proficient 5-6 = Low Proficiency	
Manage people	Item 2 _____ 18 _____ 20 _____ 26 _____ Total: _____	Total Scores: 18-20 = Outstanding proficiency 14-17 = Highly proficient 10-13 = Proficient 6-9 = Somewhat Proficient 4-5 = Low Proficiency	
Manage programs and resources	Item 8 _____ 10 _____ 22 _____ 24 _____ 32 _____ 34 _____ Total: _____	Total Scores: 27-30 = Outstanding proficiency 21-26 = Highly proficient 15-20 = Proficient 9-14 = Somewhat Proficient 6-8 = Low Proficiency	
Use public health science	Item 6 _____ 15 _____ 19 _____ 21 _____ 29 _____ 30 _____ Total: _____	Total Scores: 27-30 = Outstanding proficiency 21-26 = Highly proficient 15-20 = Proficient 9-14 = Somewhat Proficient 6-8 = Low Proficiency	

Professional Development Plan:

Reflect on the results of this assessment, your interests and your job context to create a plan for professional development. Consider the relative proficiency ratings of each of the competency domains above to identify your strengths and areas to develop. For more detail, you may wish to refer back to the individual items within each domain.

Strengths:

Areas to Develop:

Prioritize your areas of development by considering your scores above, the most urgent tasks you face in your job, the most important parts of your job and the goals of your organization. What areas do you need to develop *now* to ensure you can complete urgent tasks? How must you grow *in the next year* to ensure you contribute to your organization’s most important goals? Considering both urgency and importance, write your three highest priority areas for professional development in the table below. *Action:* Describe a specific action you will take to enhance your skills or knowledge in that area. Actions might include independent study, taking a course, coaching, mentoring, job shadowing or exchange or a new project. Refer to the attached inventory to identify courses, organized by each of the competency domains. In addition, look into the learning opportunities provided locally by area colleges and state-based professional development programs. *Date:* Identify a date by which you will have completed this action.

Areas to Develop:	Action:	Target Date: