## A step by step approach to using the guide

You have now made the decision to take the self-assessment, this can be done on an individual basis or as part of a team. Below you will find a step by step approach to follow.

# Step 1

Decide on the appropriate level at which to asses your knowlege and skills.

Commence

**Assessment** 

You may need to refer to the learning journey or discuss this with the person who is supporting your learning.

Go to the level which is appropriate for you. It may be helpful to start your assessment at level 1 and progress to the level which is most appropriate for you.

Give yourself some time and space to complete the assessment.

### Step 2 Complete Assessment

Complete the assessment at the appropriate level on your own or with the person who is supporting your learning.

A scoring system will help you identify your strenghts and areas for development. This system is not scientific but will be a useful guide for you.

Read each statement carefully and for each statement score yourself as per the scoring system on the scoring system below.

# Step 3 Identify strengths and areas for development

Having completed the assessment for each competency, you can then transfer your results to the summary page to view your overall result.

Using the summary page at the end of each level, record your results and consider your areas for development.

This will allow you plan your QI development. It may also form the basis for a development discussion with your manager, tutor or person who is supporting your learning.

### Step 4 Create your QI development plan.

Check out the NQI team website www.qualityimprovement.ie for learning resources and opportunities available to you.

Decide on your own QI development plan. You may need to discuss this with the person who is supporting your learning.

Contact the National QI Team for support if required. Email national.schoolofqi@hse.ie

## **Scoring**

Read each statement carefully and rate yourself against each statement as follows:

I need a lot of development. If you do not understand or know how to demonstrate competence in this area or if you feel you need to develop a lot of knowledge and skills in this area. (Give yourself a score of 1)

I need some development: If you are not fully confident in this area and would like to learn more to further develop your knowledge and skills. (Give yourself a score of 2)

I am confident: If you feel confident about your knowledge and skills in this area and can give examples of where you have successfully applied them. (Give yourself a score of 3)

Your total score for each competency will indicate whether you need a lot of development, some development or are confident in that particular area.