


## IPC Competency Self-Assessment (Admin)

name:	date:
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Domain	Admin support competency	Level 1 Beginner proficiency	Level 2 Proficient	Level 3 Advanced proficiency
<b>job knowledge</b>	patient safety			
	project management			
<b>job skills</b>	business communication – software			
	business communication – written communication			
	business communication skills – verbal communication			
	business communication skills – formatting and AHS branding			
	office administration – supplies			
	office administration – timekeeping			
	performance measurement			
	process and quality improvement			
<b>execution</b>	accountability			
	analytical thinking			
	information seeking			
	initiative			
<b>relations</b>	collaboration			
	communication			
	interpersonal understanding			
	relationship and network development			
	service orientation			
	talent development			
<b>transformation</b>	change leadership			
	innovation			
<b>health systems awareness and business literacy</b>	financial skills			
	information technology management			
	organizational awareness			
	project accountability			
<b>self-awareness and self-development</b>	achievement orientation			
	professional development			
	self-awareness			
	self-confidence			
	wellness			
<b>values</b>	AHS corporate values			
	diversity, inclusion and equity			
	ethics			

For more information contact [ipcsurvstadmin@ahs.ca](mailto:ipcsurvstadmin@ahs.ca)  
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