

Public Health Leadership and Management Self Assessment

Introduction

The purpose of this self assessment is to help you discover your level of competency on key dimensions of management in public health.

A competency is any knowledge or skill of an individual or organization that has been shown to cause or predict outstanding performance. A collection of competencies make up a behavioral roadmap that is directly related to both individual and organizational performance.


By assessing your level of knowledge or skill for each competency indicator described, you will be able to prioritize your learning time to focus on those areas that are most important to you and to concentrate where the need for training and learning may be greatest.

How to complete this self assessment

The self assessment should take about 20 minutes to complete. It is divided into the following key dimensions of management:

- Visionary Leadership & Systems Thinking
- Basic Public Health Sciences
- Management – Program, Financial, Personnel, Risk
- Politics and Public Health Law
- Community

- 1) Read each competency indicator listed under the key dimension.
- 2) In each dimension, and for each competency indicator, think about what level you are currently able to perform the skill. Then rate your level of proficiency on each indicator

by clicking the drop down menu arrow () to select a number on the continuum from “None” (1) to “Proficient” (4) that best describes your self reported level of expertise for that indicator. **Note:** The competency indicators listed in each key dimension should be interpreted as broadly as possible to apply to your position and principal setting of employment.

In the example below, you would select number “4” for “Proficient” if you think you are excelling at this competency or select “1” for “None” if feel you need a great deal of improvement.

Example:

To what degree are you able to effectively... communicate the role of governmental public health within the local public health system?

1=None	I am unaware, or have very little knowledge of the item
2=Aware	I have heard of it; limited knowledge and/or ability to apply the skill
3=Knowledgeable (Know)	I am comfortable with knowledge or ability to apply the skill
4=Proficient (Prof)	I am very comfortable, an expert; could teach this to others

- 3) At the end of each key dimension there is a place to write any comments you have. For example, if you think a competency is not applicable to the job or if you feel like an expert but may still want training or learning opportunities in a particular skill, please enter your comments in the comments section. These comments may be helpful to you and your supervisor in planning for your professional development.
- 4) When you have entered in your responses, your results will be tabulated automatically at the end of each key dimension and also entered automatically into the corresponding row in the "Your results" section at the end of the self assessment.
- 5) Review your results and follow the guidance offered in the "Interpreting your results" section to determine your next steps.
- 6) Enter your name, agency, county and date you completed the self assessment into the text boxes on the last page.

To **save** this self assessment with your responses, click "File" then "Save" on the Adobe Reader toolbar. You can now store this file on your computer for future reference.

To **print** the self assessment with your responses, click the "Print" icon on the Adobe Reader toolbar or the "Print Assessment" button at the end of the self assessment.

To **email** your completed self assessment to NC Public Health Academy staff, click the "Email Assessment" button at the end of the self assessment.

Although you are asked to provide your name, the name of the agency you work for, the county in which you work, and the date you completed the self assessment, your responses are confidential and will not be shared with anyone. Your responses will be combined with responses from others who have taken the self assessment and will then be aggregated at the state level. We ask for your name, agency and date only in the event we need to follow up with you about your self assessment or any comments you have made. The aggregated information will help the NC Public Health Academy understand the training and professional development needs of public health professionals in North Carolina and help us to better plan programs and learning opportunities that address those needs. **Thank you for your important contribution to this effort.**

Visionary Leadership & Systems Thinking

1=None	Unaware, or have very little knowledge of the item
2=Aware	Heard of it; limited knowledge and/or ability to apply the skill
3=Knowledgeable (Know)	Comfortable with knowledge or ability to apply the skill
4=Proficient (Prof)	Very comfortable, an expert; could teach this to others

To what degree are you able to effectively...		
1	Create a culture of ethical standards within the organization	
2	Lead efforts to create shared vision and values and use these principles to guide action	
3	Coach, inspire, and motivate others to accomplish the mission of the agency	
4	Identify your personal leadership style and determine the strengths and limits of this style	
5	Describe the role of cultural, social, and behavioral factors in determining the delivery of public health services	
6	Communicate the role of governmental public health within the public health system	
7	Keep updated on local factors that might affect the local health jurisdiction and the delivery of essential public health services within the community	
	Average total	

Comments:

Basic Public Health Sciences

- | | |
|------------------------|--|
| 1=None | Unaware, or have very little knowledge of the item |
| 2=Aware | Heard of it; limited knowledge and/or ability to apply the skill |
| 3=Knowledgeable (Know) | Comfortable with knowledge or ability to apply the skill |
| 4=Proficient (Prof) | Very comfortable, an expert; could teach this to others |

To what degree are you able to effectively...		
1	Identify the individual's and organization's responsibilities within the context of the essential public health services and core functions	
2	Apply the basic public health sciences, including behavioral and social sciences, biostatistics, epidemiology, environmental public health, and prevention of injury and chronic and infectious diseases	
3	Obtain and evaluate published information to inform public health decisions	
4	Define, assess and communicate the health status of populations, determinants of health and illness, factors contributing to health promotion and disease prevention, and factors influencing the use of health services	
5	Collaborate with colleagues and the community to investigate and manage public health problems	
6	Mobilize resources in the community needed to increase access to public health and health care services	
7	Describe the public-health aspects of emergency planning	

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Basic Public Health Sciences (continued)

- | | |
|------------------------|--|
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To what degree are you able to effectively...		
8	Utilize quality improvement principles and tools to improve performance at all levels and in all parts of the agency	
9	Analyze information and data from all parts of the organization to assess overall organizational health, support daily operations, and make decisions about actions and priorities for improvement	
	Average total	

Comments:

Management – Program, Financial, Personnel, Risk

- | | |
|------------------------|--|
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To what degree are you able to effectively...		
A) Program Planning, Monitoring, and Evaluation		
1	Develop a strategic plan that identifies goals, objectives and performance measures, and has a process to monitor and evaluate achievements	
2	Determine budget priorities and assure the budget is aligned with the agency strategic plan	
3	Manage information systems for collection, retrieval, and use of data for decision-making	
4	Use program evaluation and cost-efficiency, cost-effectiveness, cost-benefit, and cost-utility analyses to monitor and evaluate effectiveness of results and adjust as indicated	
B) Financial and Contract Management		
1	Describe fiscal accountability within the context of public health funding and agency performance	
2	Manage budget processes, including budget development, monitoring and reporting	
3	Negotiate and develop contracts and other documents for the provision of population-based services	

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Management – Program, Financial, Personnel, Risk (continued)

- | | |
|------------------------|--|
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To what degree are you able to effectively...		
B) Financial and Contract Management (continued)		
4	Prepare proposals for funding from external services	
5	Allocate and monitor expenditures to ensure cost-efficient support of programs and policies	
6	Identify, interpret and apply federal and state regulations and local policies that impact grants, contracts, and development of fees and sliding fee schedules	
C) Personnel Management		
1	Describe how the skills and actions of various professions and a diverse workforce contribute to performance of public health mission	
2	Apply basic human relations skills to the management of organizations, motivation of personnel and resolution of conflicts	
3	Establish and reinforce an environment that encourages employee initiative, decision-making and innovation	

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Management – Program, Financial, Personnel, Risk (continued)

- | | |
|------------------------|--|
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To what degree are you able to effectively...		
C) Personnel Management (continued)		
4	Implement appropriate administrative tools, processes, and local policies for recruiting, hiring, evaluating, and terminating staff	
5	Establish and maintain protocols to address public health needs during an emergency, including 24/7 availability of specific staff and specialists, public health surge capacity, and use of volunteers	
6	Promote continuous professional development for staff	
7	Promote an organizational environment that facilitates team building, team problem-solving and constructive conflict resolution	
	Average total	

Comments:

Politics and Public Health Law

- | | |
|------------------------|--|
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To what degree are you able to effectively...		
A) Policy Development and Implementation		
1	Analyze, evaluate and communicate public health policy choices	
2	Incorporate assessment and evaluation findings into public health planning and policy decisions	
3	Translate policy into organization plans, structures and programs	
4	Evaluate/review the public health laws, local ordinances, and plans of the jurisdiction on a regular schedule, to assure that they are current and up-to-date in all areas, including public health emergency response	
	Average total	

Comments:

Community

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To what degree are you able to effectively...		
1	Identify and engage potential strategic partners	
2	Use political, coalition-building, advocacy and communication skills to engage the community and build partnerships and capacity for achieving public health goals	
3	Use community mobilization methods and tools appropriate for the local community	
4	Develop and maintain written agreements with governmental bodies, schools, hospitals and others to secure resources, ensure coordination and clarify relationships and responsibilities related to public health issues and activities	
5	Develop and implement communication strategies to assure effective and continuous links between targeted partners and stakeholders, including emergency preparedness and response	
	Average total	

Comments:

Your results

The average total from each key dimension appears in the corresponding row below.

Key dimension	Average total
Visionary Leadership & Systems Thinking	
Basic Public Health Sciences	
Management – Program, Financial, Personnel, Risk	
Politics and Public Health Law	
Community	

Interpreting your results

Based on the averages you have for each key dimension in the “Your results” section above, you are now ready to identify the strengths in your practice and the areas that you would like to improve or strengthen.

For example, if you have scored a “1” in any dimension, you will want to consider focusing your time and energy towards achieving the competency indicators in that dimension, followed by dimensions in which you score a “2”, with a lower priority given to dimensions in which you scored a “3” or higher.

Once you have identified your priorities, you can use this information to guide you in developing a learning plan with one or more personal professional goals for the next year, in guiding a discussion with your supervisor, mentor or coach and in choosing learning opportunities that will help you reach your goals and meet the requirements for continuing competence in your occupation or discipline.

To locate a sample learning plan and occupation-or discipline-specific learning opportunities, visit the NC Public Health Academy website at ncpublichealthacademy.org/. Then click the link to your occupation or discipline.

Name:

County:

Agency:

Date: