

Skills audit matrix

This Tool needs to be adapted to meet the needs of your particular team. In completing the matrix, remember:

- *it is not a competition*
- *everyone in the team does not need the same skills*
- *some skills are useful to have in several people, whereas others may need only one person to make them available*
- *skills can be gained through a qualification, experience or a combination of both*
- *the matrix can highlight missing or depleted skills in the team, and can be used to plan best use of the training budget available*
- *it is a starting point for discussion, not an end in itself.*

Skills	Place ✓ in box if you have this skill						
	[name]	[name]	[name]	[name]	[name]	[name]	[name]
Clinical:							
Immunisation – child							
Immunisation – adult							
Minor injuries							
Contraception							
Minor surgery							
Venepuncture							
Wound dressing							
Burns treatments							
Smoking cessation							
Menopause care							
Travel health advice/ immunisations							
Mental health promotion							

Skills	Place ✓ in box if you have this skill						
	[name]	[name]	[name]	[name]	[name]	[name]	[name]
Mental health care – adult/child							
Child development assessment							
Exercise advice							
Joint assessment							
Falls assessment							
Continence advice							
Others relevant to your team							
Professional:							
Practice teaching							
Assessment							
Preceptorship							
Mentorship							
Group facilitation							
Evaluation							
Audit							
Research							
Team leadership							
Report writing							
Presentation skills							
Others relevant to your team							

Skills	Place ✓ in box if you have this skill						
	[name]	[name]	[name]	[name]	[name]	[name]	[name]
Managerial:							
Budgeting							
Staff appraisal							
Staff development							
Service/change planning							
Project management							
Objective setting							
Interviewing							
Others relevant to your team							
Other:							
Use of computerised patient records							
Word processing							
Spreadsheets							
Presentation software							