# Commissioning Skills Assessment

This assessment has been adapted from a framework developed by the Commissioning Support Programme. It is a standards-based approach that draws on the national occupational standards for commissioning and the government procurement skills frameworks.

This skills assessment is for individuals who are involved in commissioning. We hope that, used in a way that is consistent with local professional development policies and opportunities, it will be of use to you whatever the nature of your role in commissioning, and can contribute to your development. It is intended to enable you to assess your skills in relation to a consistent set of criteria, helping you to reflect on your strengths and identify areas for development.

How the assessment is used may depend on local arrangements and should be explored with other commissioners and managers. For example, it may also be used by teams or a group of commissioners to assess their collective skills and identify development needs. Used in this way, this tool has the potential to contribute to an organisation’s workforce development plans.

The assessment covers a wide range of different roles within the overall commissioning system, and it is unlikely that all the statements will apply directly to any one individual. Because there are many different ways in which commissioning is organised we have not made assumptions about which statements fit which jobs or role titles. You may find that only some of the statements seem relevant to your current role. We suggest that you start by identifying which of the standards apply to your current role (or are likely to in the near future), make a judgment about your competence against these standards and then identify your development needs. For each standard that is relevant to your role, judge your level of competence against the standard by the following definitions:

|  |  |
| --- | --- |
| Awareness | Some awareness of issues; an ability to comply with rules and procedures. |
| Understanding | Ability to understand the key issues and their implications for your organisation or partnership and able to ask relevant constructive questions on the subject. |
| Knowledge | Detailed knowledge of the subject and capable of providing guidance and advice. |
| Expertise | Extensive and substantial practical experience and applied knowledge of the subject. |

# Self-Assessment Template

| **Standard** | **Is this relevant to my role?** | **How competent am I?** | | | | **What could I do to develop further?** |
| --- | --- | --- | --- | --- | --- | --- |
| Awareness | Understanding | Knowledge | Expertise |
| 1. I understand the key implications of national policy for local commissioning |  |  |  |  |  |  |
| Comments: | | | |
| 1. I engage and work with other partners to develop and agree commissioning priorities |  |  |  |  |  |  |
| Comments: | | | |
| 1. I work with partners to specify, agree and implement sustainable commissioning strategies and/or plans |  |  |  |  |  |  |
| Comments: | | | |
| 1. I develop or use models to simulate the anticipated impact of commissioning plans on the configuration of services |  |  |  |  |  |  |
| Comments: | | | |
| 1. I understand the commissioning framework operating within my organisation and how these arrangements apply to my work |  |  |  |  |  |  |
| Comments: | | | |
| 1. I understand and contribute to the promotion of an outcome-focused commissioning culture |  |  |  |  |  |  |
| Comments: | | | |
| 1. I ensure the results of commissioning activity deliver best value to patients and service users |  |  |  |  |  |  |
| Comments: | | | |
| 1. I use best practice and research to improve outcomes for patients and service users |  |  |  |  |  |  |
| Comments: | | | |
| 1. I encourage and promote responsible governance through our partnership and contracting arrangements |  |  |  |  |  |  |
| Comments: | | | |
| Comments: | | | |
| 1. I promote a culture of risk awareness concerned with service provision and the impact on outcomes |  |  |  |  |  |  |
| Comments: | | | |
| 1. I develop, support and maintain relationships to promote effective joint working agreements and practices |  |  |  |  |  |  |
| Comments: | | | |
| 1. I develop and implement proposals to align or pool budgets with commissioning partners where appropriate |  |  |  |  |  |  |
| Comments: | | | |
| 1. I communicate effectively about shared commissioning challenges and service changes |  |  |  |  |  |  |
| Comments: | | | |
| 1. I design and undertake effective strategic needs assessment |  |  |  |  |  |  |
| Comments: | | | |
| 1. I work in partnership with or within local communities to identify and assess health, wellbeing and social care needs |  |  |  |  |  |  |
| Comments: | | | |
| 1. I prioritise and make commissioning decisions, informed by strategic needs assessment, to improve outcomes |  |  |  |  |  |  |
| Comments: | | | |
| 1. I ensure the sustained engagement of individuals and communities in commissioning activities, building local trust |  |  |  |  |  |  |
| Comments: | | | |
| 1. I successfully engage with groups and individuals who are most at risk of being unheard |  |  |  |  |  |  |
| Comments: | | | |
| 1. I communicate future priorities, needs and aspirations to current and potential providers – both internal and external |  |  |  |  |  |  |
| Comments: | | | |
| 1. I research and identify whether the market can currently deliver services to meet identified priorities and outcomes |  |  |  |  |  |  |
| Comments: | | | |
| 1. I influence and develop the market to meet identified priorities and outcomes |  |  |  |  |  |  |
| Comments: | | | |
| 1. I have awareness of commercial drivers and constraints and understand key business operating principles |  |  |  |  |  |  |
| Comments: | | | |
| 1. I develop and maintain formal as well as informal relationships with existing and potential providers |  |  |  |  |  |  |
| Comments: | | | |
| 1. I use a range of techniques to enable and support the procurement process e.g. eProcurement, competitive dialogue |  |  |  |  |  |  |
| Comments: | | | |
| 1. I develop and implement a range of different types of commercial agreement e.g. contracts or joint ventures |  |  |  |  |  |  |
| Comments: | | | |
| 1. I apply financial management skills, including financial planning and investment analysis |  |  |  |  |  |  |
| Comments: | | | |
| 1. I effectively conduct tendering activities, including invitation, evaluation and selection |  |  |  |  |  |  |
| Comments: | | | |
| 1. I identify, allocate and review resources to support commissioning priorities and improve outcomes |  |  |  |  |  |  |
| Comments: | | | |
| 1. I utilise negotiation skills to promote and secure positive outcomes for patients and service users |  |  |  |  |  |  |
| Comments: | | | |
| 1. I assess, using both qualitative and quantitative information, the impact of strategies or plans on improving outcomes |  |  |  |  |  |  |
| Comments: | | | |
| 1. I work with internal and/or external providers to review performance and assess impact on outcomes |  |  |  |  |  |  |
| Comments: | | | |
| 1. I contribute directly to the management of change within my own organisation or partnership, or with provider organisations |  |  |  |  |  |  |
| Comments: | | | |
| 1. I understand intervention options and employ these effectively to secure contract compliance and improve performance |  |  |  |  |  |  |
| Comments: | | | |
| 1. I identify, define and/or review local indicators to support assessment of outcomes at all levels |  |  |  |  |  |  |
| Comments: | | | |
| 1. I recognise and seek to resolve difficulties or conflicts in the identification of commissioning priorities and delivery of services |  |  |  |  |  |  |
| Comments: | | | |
| 1. I am involved in service reviews to support the reconfiguration, renegotiation, or de-commissioning of services |  |  |  |  |  |  |
| Comments: | | | |
| 1. I understand and manage the external and internal operating environment including the influence of organisational culture |  |  |  |  |  |  |
| Comments: | | | |
| 1. I utilise a range of leadership styles and motivational skills to achieve change |  |  |  |  |  |  |
| Comments: | | | |
| 1. I hold up to date knowledge of the strengths and weaknesses of the local and regional commissioner community |  |  |  |  |  |  |
| Comments: | | | |
| 1. I identify workforce requirements and changes needed to meet commissioning priorities |  |  |  |  |  |  |
| Comments: | | | |
| 1. I contribute to the design and/or deployment of an effective commissioning service |  |  |  |  |  |  |
| Comments: | | | |
| Comments: | | | |
| 1. I promote, plan and support increasing levels of self-directed support for individuals |  |  |  |  |  |  |
| Comments: | | | |
| 1. I maintain and support networks and relationships that identify, promote and share best practice, innovation, research and knowledge |  |  |  |  |  |  |
| Comments: | | | |
| 1. I develop and implement mechanisms that reward providers for innovation and**/**or continuous improvements to quality |  |  |  |  |  |  |
| Comments: | | | |
| 1. I ensure that the design and provision of services continues to meet the changing needs of the local population |  |  |  |  |  |  |
| Comments: | | | |
| 1. I ensure that systems to evaluate provision are sensitive to the equality and diversity of individuals and communities |  |  |  |  |  |  |
| Comments: | | | |
| 1. Are there any other areas for development not covered by the standards above? |  | Comments: | | | |  |