

**LSUHSC – Shreveport**  
**Radiation Oncology / Radiology**  
**Information Management IMPAC**  
**Needs Assessment followed by Competency Assessment**  
**Administrative Assistant**

**Needs Assessment:**

Secretary was interviewed to determine lack of knowledge, confidence, or training on any duty that she performs while managing the IMPAC Oncology Information System. The secretary should be able to register patient, assist other staff with general operation, and maintain staff level of access, assist with password changes, print documents, and update system to vendor upgrades. A direct observation of IMPAC use will be made to evaluate the above.

**Instructions:**

The secretary will be asked to demonstrate registration of a patient, recovery of billed items from therapist and nurses, change staff level of operation, changes of password, printing of documents, and setting up template for typed documents.

**Competency:**

The Secretary has demonstrated knowledge and competency on the proper operation of the IMPAC system. She demonstrated competency in registering patients, changing of password, placing staff on appropriate system operation according to their job classification, setting up templates, recovering billable items determined by therapist and nurses, and printing of document. She also compiled an operational manual to assist other staff and has assisted with vendor upgrades on the IMPAC system.

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisors Signature \_\_\_\_\_ Date \_\_\_\_\_