

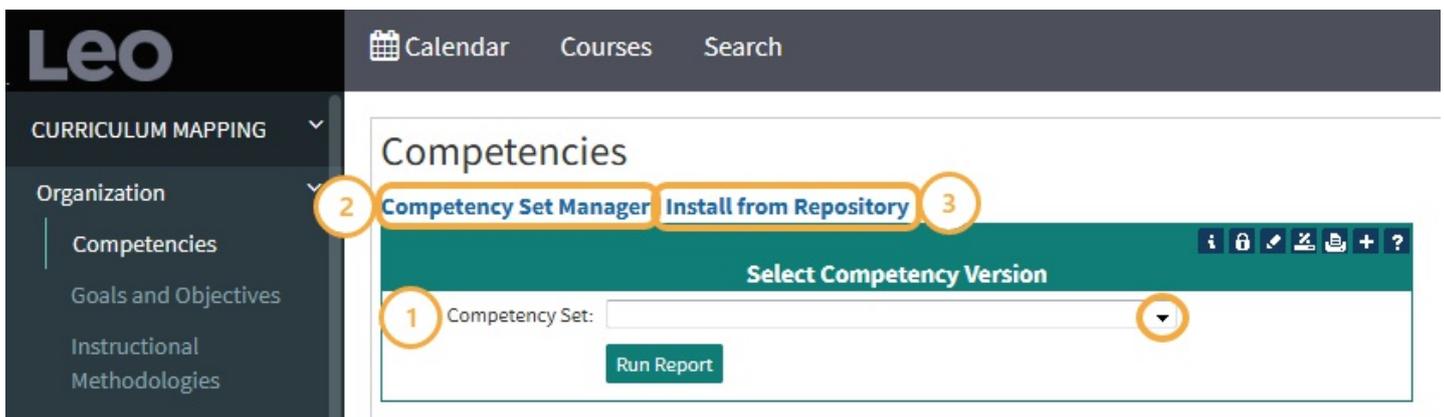
Competencies

Competencies are program or accreditation-level measures. You can have your own institution-based competencies in addition to PCRS, ACGME, NBME, etc.

This article will walk you through the steps required to create a new **Competency Set** in **Leo**.

NOTE: Before you continue, you must make sure there is an existing [G&O Version](#) to link to the new competency set.

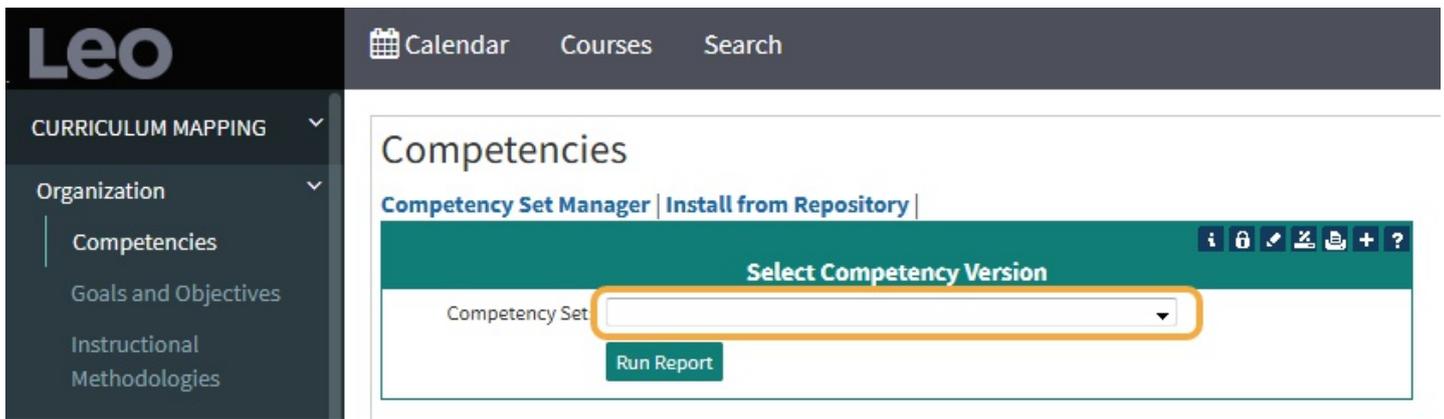
Path: Admin Toolbar > Curriculum Mapping > Organization > Competencies > Competency Set Manager



(1) Select Competency Version

This option allows you manage a **Competency Set** linked to a given **G&O version**. Multiple competency sets can be linked to one G&O version: This is to allow you to map competencies for different accreditation bodies.

- Select **Competency Version**
- Click **Run Report**



The screenshot shows the Leo user interface. On the left is a navigation menu with 'CURRICULUM MAPPING' expanded to show 'Organization', 'Competencies', 'Goals and Objectives', and 'Instructional Methodologies'. The main content area is titled 'Competencies' and contains a 'Competency Set Manager | Install from Repository' section. A teal header bar reads 'Select Competency Version'. Below it is a dropdown menu labeled 'Competency Set' with a downward arrow, highlighted by a yellow border. A 'Run Report' button is positioned below the dropdown. In the top right corner of the teal bar are icons for help, lock, edit, print, and a plus sign.

Competency Set Menu

This report allows you to manage the Competencies that are linked to the current Competency Set. All Competencies must be linked to the same G&O version. However, you can have multiple Competency Sets that reference the same G&O version.

The XML and Import options are used to import and export elements for this Competency Set. The XML option will import a data set from your defined authoritative repository or from a file generated by an Leo Competency export.

If you are using a Competency Set for curricular reporting, then it is important that every Objective in the linked G&O set is linked to at least one of the Competencies in the Competency Set. Use the **G&O Exception** reporting option to find all of the unlinked Objectives. You can link those Objectives to their appropriate Competencies directly from this report.

 **NOTE:** You can generate an Event Detail report by clicking Excel icon for each Competency. The Excel export routine will let you choose an academic and School Year and generate a list of all events with Objectives linked to the selected Competency.

Competencies | Competency Set: Accreditation Council for Pharmacy Education

G&O Version: ACPE - Pharmacy Program Objectives

View Options

Viewing 1 to 10 of 10 items

Search:

Competency	G&O Count ↑↓	Milestone Count ↑↓	Vignettes ↑↓	XLS ↑↓
01: Foundation	5	0	0	
02: Essentials for	4	0	0	
03: Approach to	7	0	0	
04: Personal and	5	0	0	
05: Eligibility and	5	0	0	
06: College or School	0	0	0	
07: Strategic Plan	0	0	0	

1. **New:** Use this option to add a new Competency to this Competency Set.
2. **Link:** Use this option to link existing competencies to this Competency Set.
3. **G&O Exception:** This report shows all of the objectives in G&O Version linked to the current competency that have not yet been linked to a competency in the competency set.
4. **Sets:** Return to the Competency Set Manager.
5. **Domains:** The Domain is used to organize the Competencies within a pre-defined taxonomy that is often defined by the accreditation body for your discipline.
6. **EPAs:** This report shows the defined Core Entrustable Professional Activities (EPAs) for the current Competency Set.
7. **Detail:** This report shows a competency set and lists each goal and objective linked to each competency.
8. **Deleted:** View any Deleted competencies.
9. **XML:** Will create an .xml document containing the competencies in this set.
10. **Import:** This option will take an XML file that contains data for a competency set and import it into the currently selected competency set.

NOTE: If you are using this competency set for **Curriculum Mapping/Reporting**, you must make sure that every objective in the **G&O** set is linked to at least one competency in the **Competency Set**.

G&O Count

- Click the **G&O Count** link.

Competencies | Competency Set: *Chiropractic Curricular Objectives* Return Close

G&O Version: *ADEA Outcomes*

View Options

Viewing 1 to 10 of 36 Search:

Competency	G&O Count	Milestone Count	Vignettes	XLS
Curricular Objective 1A	3	0	0	
Curricular Objective 1B	3	0	0	
Curricular Objective 1C	3	0	0	
Curricular Objective 1D	3	0	0	
Curricular Objective 1E	3	0	0	

- Select the **Goals and Objectives** you would like to add.
- Click the square to **Save and Close** the screen

Competency Set: *CanMEDS*
Competency: *Medical Knowledge*
G&O: *Sample Medicine Version*

Filter:

Un-Selected G&O	Selected G&O: Sample Medicine Version
1.2 Mendelian inheritance	1.1 Transmission of genetic information
1.3 Transcription and translation	1.6 Genetics & patterns of inheritance
1.5 Vitamins in metabolism	
1.7 Genetic variability	
1.8 Impact of genetics and environment	
1.9 Membrane structure and function	
1.10 Structure/significance of key molecules	
1.11 Major metabolic pathways	
1.12 Structure/function of four tissue types	
1.13 Cellular organelles	

(2) Competency Set Manager

This report shows the list of active competency sets on your system. From here you can create a new competency set or edit the settings for a current competency set.

Leo Competencies | Competency Set Manager

View Options Search:

Viewing 1 to 9 of 9 items

G&O Version	Competency Name	Competency Count
ACPE - Pharmacy Program Objectives	Accreditation Council for Pharmacy Education	12
ADEA Outcomes	Chiropractic Curricular Objectives	36
AONE Nurse Executive Competencies	AONE Nurse Executives Competency Set	0
CAPTE - PT Program Objectives	Commission on Accreditation in Physical Therapy Education	8
DO Program Objectives	AOA Competency Domains	7
DO Program Objectives	Leo COM Student Outcomes	7
Physician Assistant Program Objectives	Physician Assistant Competency Set	5
UME Goals and Objectives	AOA Competencies	14

Add/Edit Competency Set

The following fields are required (*):

- **G&O Version:** The **Goals and Objectives Version** which the new competency set will pull from.
- **Name:** The name of your new competency set.
- Click **Save Record**.

Edit a Competency Set Definition

G&O Version: *

Name: *

Description:

Deleted:

NOTE: If no **G&O Versions** have been created in your system, see article on [How to create a new Version of Goals and Objectives \(G&O\)](#) for instructions.

Adding competencies

- Click the **Competency Count** number to add new competencies to your set.

Competencies | Competency Set Manager

View ▾ Options ▾

Viewing 1 to 9 of 9

Search:

G&O Version	Competency Name	Competency Count
ACPE - Pharmacy Program Objectives	Accreditation Council for Pharmacy Education	12
ADEA Outcomes	Chiropractic Curricular Objectives	36
AONE Nurse Executive Competencies	AONE Nurse Executives Competency Set	0
CAPTE - PT Program Objectives	Commission on Accreditation in Physical Therapy Education	8
DO Program Objectives	AOA Competency Domains	7
DO Program Objectives	Leo COM Student Outcomes	7

A core competency can be linked to any objective that belongs to the same Goal & Objective version as the Competency Set for the competency being edited.

Unlike the G&O structure, a competency can link to any objective (in the G&O Version) and the objective can link back to multiple competencies.

Competencies | Competency Set: *Chiropractic Curricular Objectives*

G&O Version: *ADEA Outcomes*

View ▾ Options ▾

Viewing 1 to 6 of 6

Search:

Competency	G&O Count	Milestone Count	Vignettes	XLS
Curricular Obj...	3	0	0	
Curricular Obj...	3	0	0	
Curricular Obj...	3	0	0	
Curricular Obj...	3	0	0	
Curricular Obj...	3	0	0	
Curricular Objective 2A	0	0	0	

(1) New Core Competency

This screen defines a **Core Competency** for use with a specific version of your **Goals and Objectives** as defined by a **Competency Set**. Because Core Competencies are linked to the Goal and Objective Version **and** a Competency Set you can create an unlimited collection of competency sets. This allows you to define different competencies for different programs within your system, or multiple competencies within a program.

The following fields are required (*):

- **Name:** The name of this competency.
- Click **Save Record** to save and continue.

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Core Competency

Competency Set: New Competency Set
G&O Version: G&O Demo 2

Name: *

Description:

Code:

Save Record

Serial Number lcms9781525978619

(2) Link Competency Count

📄 iFilter: ? 🔄 🗑️

Competencies for G&O Version: G&O Demo 2

Un-selected Competencies	Competencies for <i>New Competency Set</i>
01 Osteopathic Principles and Practices	01 Osteopathic Principles and Practices
02 Medical Knowledge	02 Medical Knowledge
02 Medical Knowledge	03 Patient Care
02 Medical Knowledge	04 Interpersonal and communication skills
03 Patient Care	07 Systems-based practice
04 Interpersonal and communication skills	
04 Interpersonal and communication skills	

(3) Install from Repository

Select Goal and Objective Version
✕

You must link a G&O Version to each competency set in your system. Before you can import a competency set, you must specify the G&O Version that will be attached to the competency set. Please select one of the active G&O sets listed below:

- Sample Medicine Version
- Sample Nursing Version

Cancel

Competency Sets Available in the Repository
✕

Presented below are the Competency Sets available for installation on your system.

If the competency set already exists on your system then it will be updated, with new items added and obsolete items deleted.

If the competency set has not yet been installed, then it will be added to your system.

Select a Competency Set to Install
G&O Version: Sample+Medicine+Version

ACGME

←

PCRS

←

Confirm Import ✕

You are about to download and install the "ACGME" competency set and link it to the Sample+Medicine+Version objective set.

Stop

Import Competency Set

Competencies | Competency Set: *Chiropractic Curricular Objectives* Return Close

G&O Version: *ADEA Outcomes*

View ▾ Options ▾ Download Print Settings Help

Viewing 1 to 10 of 36 Search:

Competency ↓↑	G&O Count ↓↑	Milestone Count ↓↑	Vignettes ↓↑	XLS ↓↑
Curricular Objective 1A	3	0	0	
Curricular Objective 1B	3	0	0	
Curricular Objective 1C	3	0	0	
Curricular Objective 1D	3	0	0	
Curricular Objective 1E	3	0	0	

Import from a File

Competencies can be imported to a Competency Set in Leo via a .xml file.

Path: Admin Toolbar > Curriculum Mapping > Organization > Competencies > Competency Set Manager > [click on the number for the competency set] > Options > Import.

The screenshot shows the Leo application interface. On the left is a dark sidebar with the 'Leo' logo and a menu for 'CURRICULUM MAPPING'. The main area is titled 'Competencies | Competency Set: PCRS sample' and 'G&O Version: G&O Demo 2'. Below this, there are tabs for 'View' and 'Options'. The 'Options' dropdown menu is open, showing a list of actions: 'New', 'Link', 'G&O Exception', 'Sets', 'Domains', 'EPAs', 'Detail', 'Deleted', 'XML', and 'Import'. The 'Import' option is highlighted with a yellow border. In the background, a table header is visible with columns for 'Competency' and 'G&O Count'.

Some common competencies are found in the built-in repository for Leo (e.g. PCRS, ACGME). But other competencies might be more easily compiled in a .xml file and imported rather than added manually in Leo, especially when you have potentially hundreds of competencies, as in the case with the AOA Core Competencies.

To import competencies from a file choose "Upload Data from File," and follow the on-screen prompts.

The screenshot shows a dialog box titled 'Select Data for Update'. The text inside explains that this option will take an XML file and import it into the currently selected competency set. It lists several rules for importing data:

- The XML file must be flagged as a *CompetencySet* data file
- Each element in the competency set should have a *serial number*. The import will always try to match serial numbers when uploading data
- If serial numbers cannot be matched, then the system will attempt to match items based on their title/name
- If no match can be found, then the import record will be treated as a new competency
- If the XML competency record is marked as *deleted*, then the matching record on your system will be (soft) deleted

Below the rules, it states: 'You can import XML data from one of two sources:'

1. Upload data from a file (highlighted with a yellow box)
2. Upload from XML repository

At the bottom, it provides instructions: 'If you are going to pull from the XML repository then the file must match the name of the competency set. If you are uploading a file then the name of the file is unimportant, but within the XML it must be tagged as a CompetencySet.' A 'Cancel' button is located at the bottom right.

We have a .xml file available below for download that you can use to import all of the [AOA Core Competencies](#) into Leo. This is a detailed set and will prove particularly useful for Osteopathic schools who need to use the [AOA > PCRS crosswalk](#) to submit their Curriculum Inventory report.

You may need to right-click and choose "save file as", or "save link as" depending on which browser you are using.



[AOA_Core_Competerencies.xml](#)

We also have a .xml version of the PCRS competencies that come preloaded with Leo, for reference purposes.

You may need to right-click and choose "save file as", or "save link as" depending on which browser you are using.



[PCRS.xml](#)