

CBER Core Competencies and Training

There are three levels of core competencies: CBER, FDA and HHS. The Core Orientation Plan below lists the core competencies and recommended training for new staff.

Core Competencies	Recommended Training and Competencies
<p>CBER Core Competencies</p> <ul style="list-style-type: none"> • Biologic Products: Explains the role CBER has in protecting and enhancing public health through regulating biological and related products. • Computer Skills: Demonstrates use of the computer and applications needed in the daily work environment. • Meetings Participation: Contributes to meeting goal of a working group or team. • Project Management: Creates and maintains an environment that guides a project to its successful completion. • Regulations: Applies regulations, guidances, SOPPs, and directives to ensure compliance in performing assignments. • Time Management: Demonstrates ability to structure and organize work and set priorities to meet deadlines. <p>FDA Core Competencies – in development</p> <p>HHS Core Competencies</p> <ul style="list-style-type: none"> • Collaboration/Partnering Establishes and maintains relationships to achieve business goals. • Continuous Development Builds professional skills and competencies and improves work processes. • Customer Service: Commits to satisfying internal and external customers. • Decision-Making: Commits to satisfying internal and external customers. • Diversity: The ability to recognize each person’s differences and use those differences to increase the organization’s effectiveness. • Integrity: Gains the trust of others by taking responsibility for own actions and telling the truth. • Oral Communication: Delivers clear, effective communication and takes responsibility for understanding others. • Problem-Solving: Accurately assesses problems and effectively and efficiently arrives at excellent solutions. • Results Driven: Focuses on desired results, and sets and achieves challenging goals. • Written Communication: Express oneself clearly in business writing. 	<ul style="list-style-type: none"> • New Employee Orientation (<i>Awareness of CBER, FDA and HHS competencies</i>) <p><u>FDA and HHS Courses</u></p> <ul style="list-style-type: none"> • Annual Computer Security Awareness Training (<i>Computer Skills</i>) • Annual Ethics Training (<i>Integrity</i>) • OITSS Training as applicable (<i>Computer Skills</i>) <p><i>Other recommended training based on individual’s knowledge and skills.</i></p> <ul style="list-style-type: none"> • CBER Biologics Law (<i>Regulations</i>) • Communication Skills (<i>Interpersonal Skills, Oral Communication</i>) • Critical Thinking (<i>Critical Thinking</i>) • Customer Service Training (<i>Customer Service</i>) • Developing Quality Presentations for CBER Staff (<i>Oral Communication</i>) • Diversity Training (<i>Diversity</i>) • Group Decision Making Skills (<i>Decision Making, Problem Solving</i>) • Improving Your Project Management Skills: The Basics for Success (<i>Project Management</i>) • Making Meetings Work (<i>Meetings Participation</i>) • Managing Time and Multiple Priorities (<i>Time Management</i>) • New Reviewer Course: “The Lifecycle Approach” (<i>Biologic Products, Regulations</i>) • Practical Grammar (<i>Written Communication</i>) • Team Power: The Essentials of Effective Teamwork (<i>Teamwork</i>)