



Competency Signoff User Guide

Competency Module



Introduction

The StaffReady Competency Signoff feature allows organizations to track signoffs electronically in a central, web-based location. Signoffs now can now be completed and tracked within StaffReady, easily accessible for anyone with a web-connected device.

The Competency Signoff feature is an essential tool for adhering to CLIA regulations. By establishing a designated person or people to review your organization's competency requirements, you ensure a direct chain of accountability and that employees are always meeting passing criteria. Within seconds, current and future signoffs can be viewed, keeping an accurate audit trail of all activities.

The days of hunting down a paper document or spreadsheet of signoffs are over with StaffReady's Competency Signoff feature within the Competency module. This Competency Signoff User Guide outlines the key elements of this important feature and documents another system for managing CLIA regulations and increases individual accountability.

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Competency Signoff

To begin the signoff process, select the **Competency Signoff** menu in the **Welcome** tab.

You can use the column filters (Full Name, Department, Site, Year, New Hire, Remediation, Status) to find the employee you want to review assessments for. (Yellow box, Figure 1)

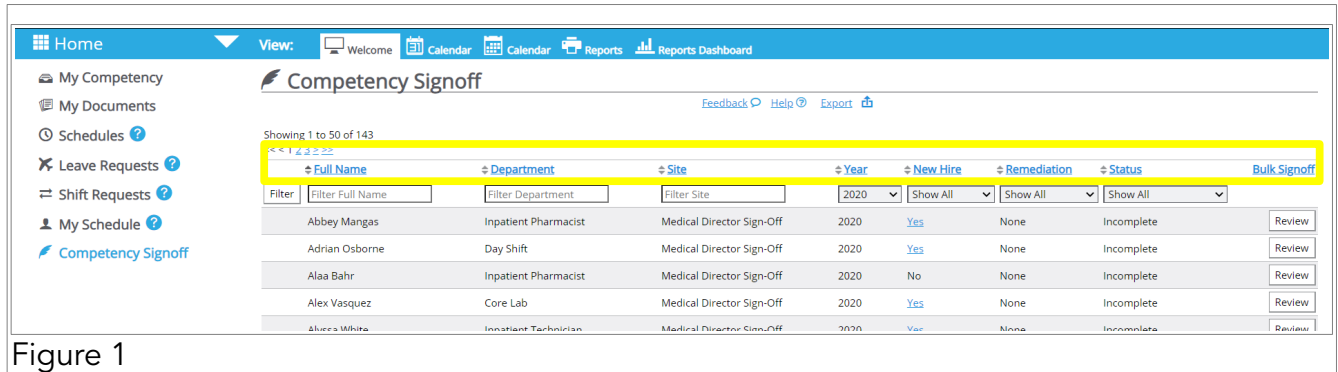


Figure 1

Select the **Review** button next to the employee you want to review assessments for. (Yellow box, Figure 2)

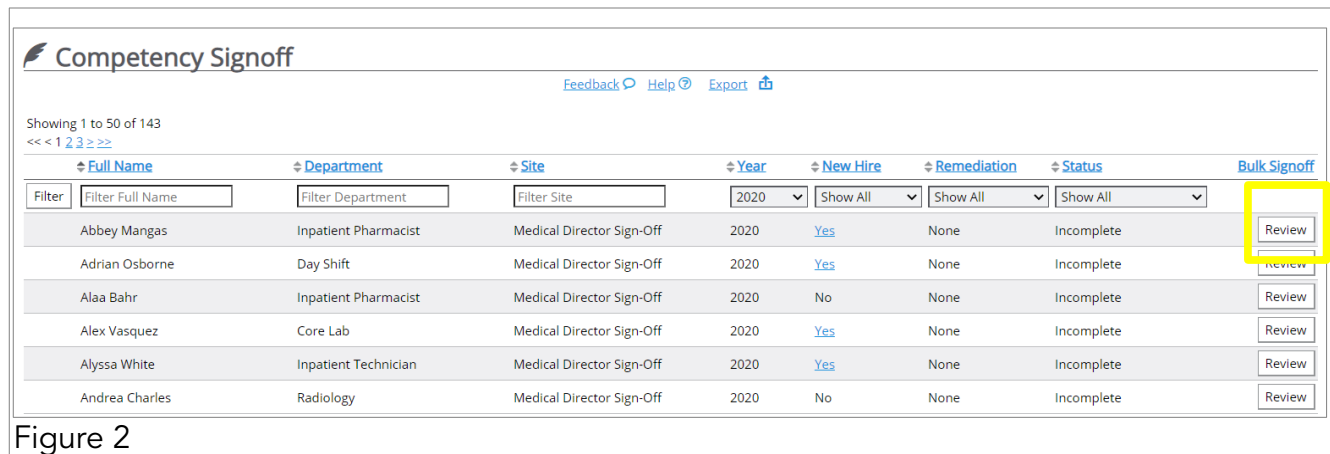


Figure 2

This will open the **Review Assessments - All** pop-up window. This is covered on the following page.

Review Assessments- All Pop-up Window

By selecting any of the **Assessment** links (Yellow box, Figure 1) can view more information about each **Assessment**.

Document	Requirement	Skillset	Status (Score)	Assigned	Completed	Attempts
795 Quiz	795 Quiz	USP795	Not Started (Incomplete)	03/29/2021	[not set]	
Annual <797> Refresher	Annual <797> Refresher	Annual Refresher	Not Started (Incomplete)	06/01/2021	[not set]	
Annual <797> Refresher	Annual <797> Refresher	KitCheck	Not Started (Incomplete)	06/25/2021	[not set]	
Credentials	Credentials	USP797	Not Started (Incomplete)	08/14/2021	[not set]	

Figure 1

Selecting any link will open the **Assessment Details** pop-up window. (Figure 2) You can send an **Email** reminder to the assignee(s), view the **Assessment History** or view any **Remedial Documents** attached to the **Assessment**.

Assignee	Status	Assigned	Due	Email
Abbey Mangas	Overdue	03/29/2021	04/26/2021	Email

Figure 2

Signing Off on an Assessment

If you wish to **Export Assessments**, select the **Export** button. (Orange box, Figure 1) This will create an Excel file which will automatically download to your device.

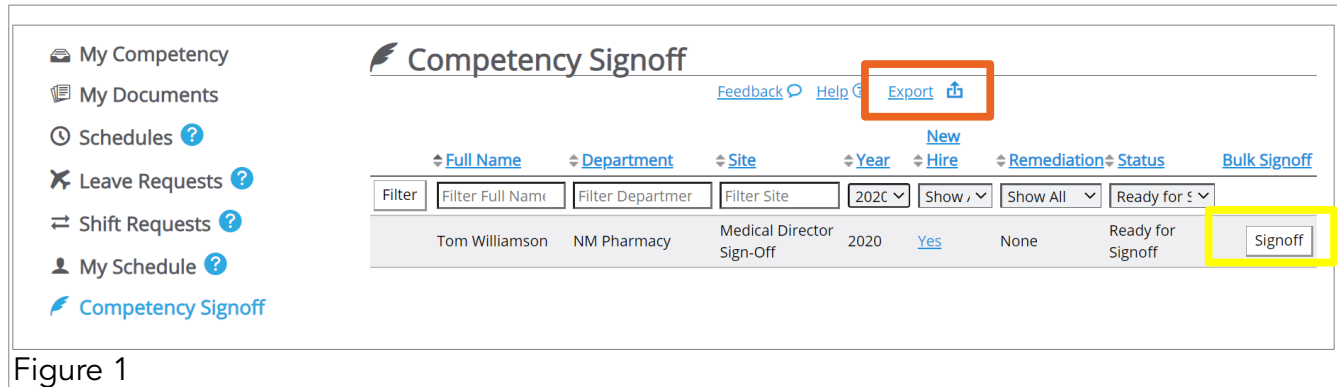


Figure 1

Once you've located the **Assessment** you want to sign off on, select the **Signoff** button. (Yellow box, Figure 1)

This will open the **Complete Document** screen in a new tab or window. (Figure 2) If there are multiple assessments to review, you can use the filters as before to find specific assessments. Once you're finished reviewing the assessments, enter your **Username** and **PIN** and select the **Sign** button.

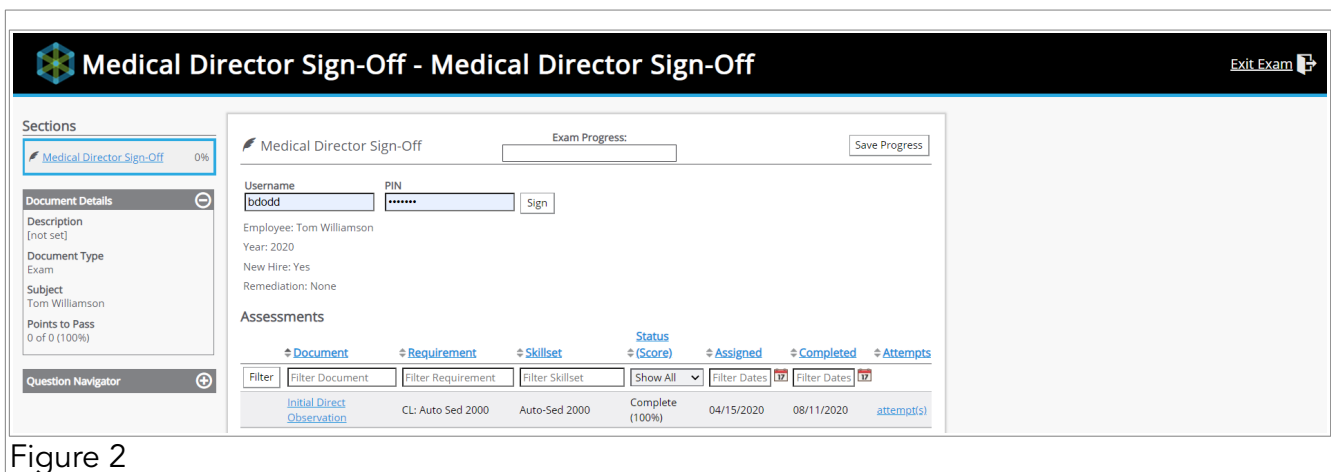


Figure 2

Note: While you can use the **Bulk Signoff** feature to mass approve employee competencies, however this can mitigate your ability to review each **Assessment** for accurate completion.

Signing Off on an Assessment: Continued

Once you've done this, you will have the opportunity to review your signoff before submitting it. (Figure 1) If you want to reset your signature, select the **Reset Signature** link. (Yellow box, Figure 1) If you don't want to submit your sign-off but retain your progress, select the **Save Progress** button. (Orange box, Figure 1)

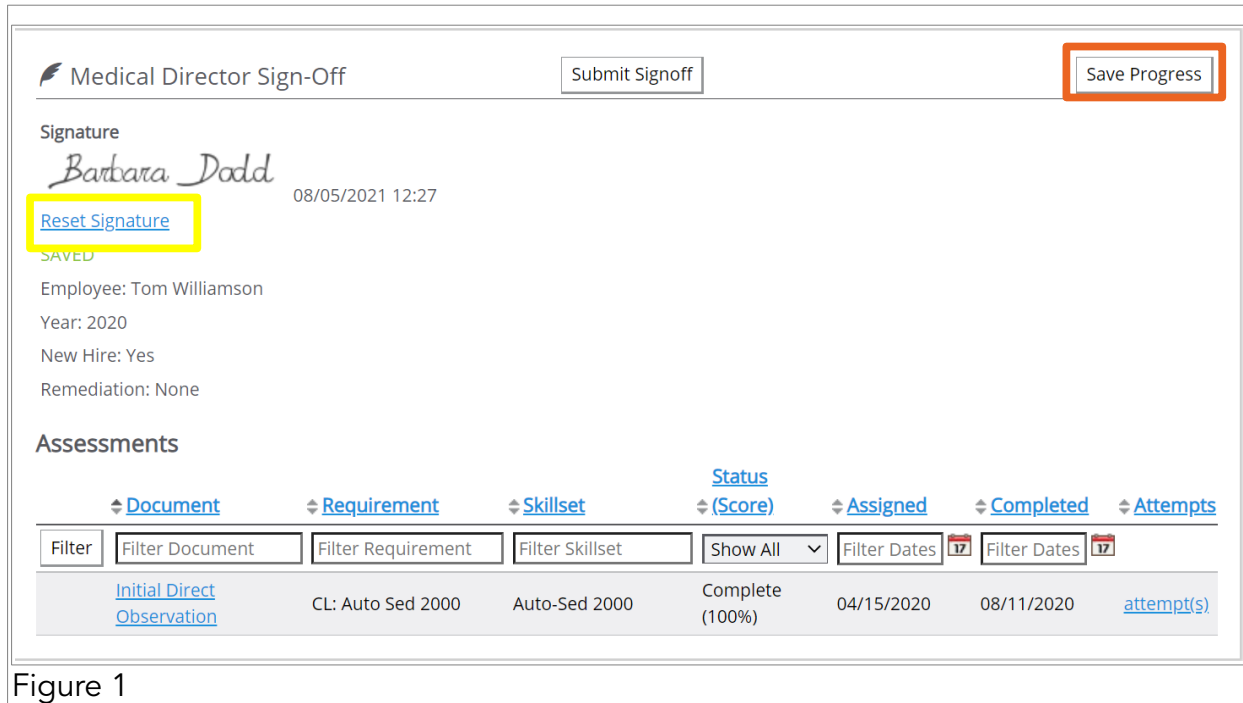


Figure 1

Once you've selected the **Submit Signoff** button, the screen will update to indicate that the signoff has been completed, list the signee, as well as the date & time of the signature. (Figure 2)

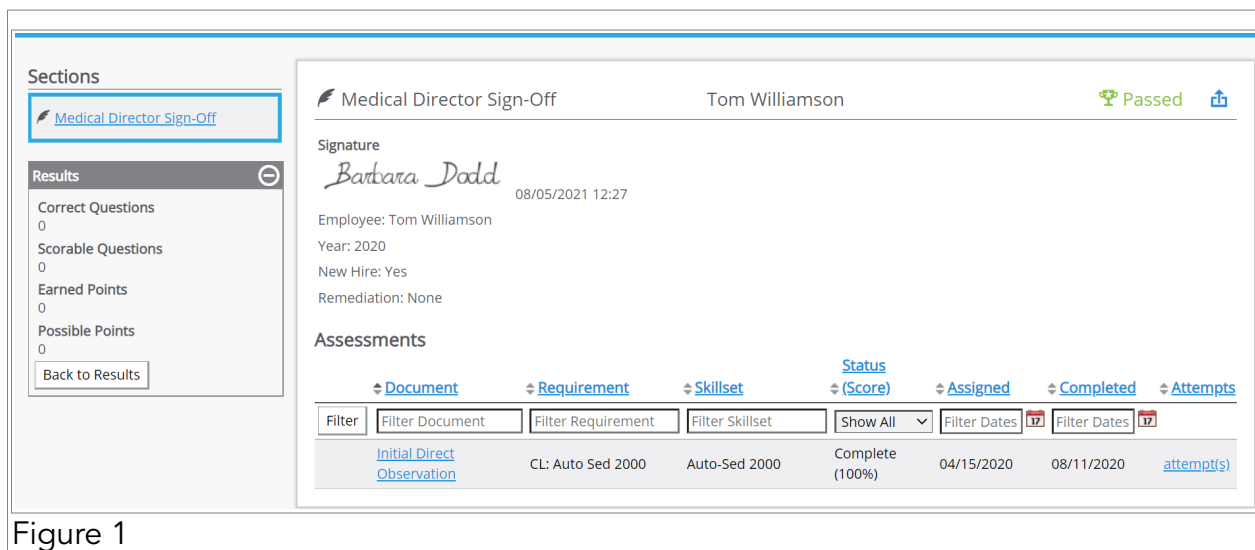


Figure 1

Resources

This concludes the User Guide for **Competency Signoff**. We hope that you have a better understanding of this feature and how it functions within the entire framework of the Competency module.

For more focused Guides on the functions and features discussed in this document, please check out the linked Guides on this page for supplemental reading.

For further assistance, please contact our Support Team directly.

Our service hours are Monday through Friday, 6am to 5pm PST.

Phone: 1-877-229-5230

[Online Support Form](#)

Related Topics

Please select any link to skip to that topic.

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Requirements and Requirement Folders	PDF Document