Competency Core User Training

Hello and welcome to our video overview of StaffReady Competency! Today we'll review how to view and manage your Competency Assessments within StaffReady. (If you are a Competency Supervisor who will also be completing tasks on behalf of others or managing skillset setup, please contact our Support team to receive additional access and training.)

Today's training will cover:

- How to set up your signature and PIN
- Monitoring your assessments
- Starting and completing Tasks, and
- how to update your email settings.

StaffReady is accessible at any time from our website, www.StaffReady.com. Here you'll see the green login button in the upper righthand corner. Enter your StaffReady License ID, which will be provided by your Competency System Administrator, along with your Username and Password. If you've forgotten your password, you can reset it from the Forgot Password link. However, if your password has expired, or you have any other trouble logging in, please contact your Competency System Administrator.

Once you're successfully logged in, you'll find interactive pie charts, where you can see exactly how you're doing.

Let's talk first about setting up your Signature and PIN. In StaffReady Competency, sometimes things need to be signed off. This PIN should be set up beforehand so you can use your electronic signature. You'll see up here in the corner, next to your name and this Gear icon, you can open up your settings and click on Change Signature. You can update your PIN or change your signature at any time. So, if you find that you're doing competencies just once a year, and you forgot your PIN from last year, just come in and set up a new one. It needs at least 5 digits, they can be numbers or letters; and if you'd like, you can change your signature (maybe to include your middle initial, or not a nickname); you also have several font options to choose from, then save changes. If you forget to set this, and you're in the middle of signing something, you'll just have to exit out of that document and come set it up. So, it's nice to have it done upfront.

The next thing we'll look at is the organization of your assessments. All of your assessments can be viewed in the Assessments color bar and in the Assessments pie chart. This is an interactive pie chart, so if I click on just the blue section, the color bar opens up, filtered to show just the assessments that are Not Started. And you'll notice, any filtered list here can be exported either to Print or to Excel, if you need a list.

This shows all of your assessments, both the ones that *you* can do and the ones other people have to do for you, allowing you to keep track of everything that has been issued and when they need to be completed. If I need, say, this Ultrasound Observation and I'd like to do it next week, I can click on the title link and email people right from here. In StaffReady, supervisors are called Qualified Personnel or QPs and this is the list of people that are the QPs for this particular assessment. I can click "Email" if I am hoping that Rajeev is available next week. It gives a form email message with a link to the task, but this is editable, so if I want to say, "Hey, are you available next week to do this?" I can put that in the email. I can even email the whole list together in one swoop with this “Email all” link. I can edit this one to say, “Is anyone available on Monday?” So, this allows you to take charge of your own Competencies and get them done on time. You can see all the details here.

The Assessments History section shows you all the iterations of this assignment. If an assessment was excused or completed outside of StaffReady, you’ll see the dates and any notes that haven been entered. I can see here that I had a conference on May 11th and my certificate was attached, which, if I click on it, will download a document or open the link.

And you can view your completed assessments from the “attempts” link here on the right. You may have to click a couple times to navigate through. This screen shows the overview, which you can print if you’d like to by clicking on this export icon. To see the exam itself, we’ll click one more time on “Review Exam.” You can see the full document with the timestamps and review each section. This export button here is how you’d print it and you can use your Print dialogue to save it as a PDF.

Next we have the Tasks to Complete pie chart and color bar. Let’s take a look at how to start a task in StaffReady. Over here on the right is the “Start Task” button. Clicking there opens up the document to fill out. With each answer, it saves automatically as you go and everything is recorded with a timestamp at the bottom.

Also, you’ll notice there’s a Report a Problem link here. So, if you notice that there’s a typo or maybe a question got marked wrong and you think it should be right, you can send an email directly to one of the supervisors who can go into StaffReady and update things as needed.

If this document is set up with Auto-grading, the results are available immediately. Once I finish the quiz and submit for grading, I can see whether I’ve passed or not.

As far as retakes go, I can request a retake from here and/or a QP can assign retakes as needed. It may also be set up for you to restart the assessment here yourself.

To restart or review an assessment after the fact, simply go back up to the Assessments color bar and click the “attempts” link. So, here on the Welcome Screen you have everything you need to manage your own Competency Assessments.

The last topic is how to adjust your email settings. If your Competency System Administrator has enabled “Messages,” you will receive relevant email notifications when tasks become available or as they approach their due date. From the gear icon in the upper right you can set multiple email addresses. Each email address has its own settings where you can select which types of messages to receive on which days of the week, and also which email address to designate as the primary one. Don’t forget to Save Changes.

If you are not receiving any emails from StaffReady, check your junk mail or spam folder first, then double check here for typos in your email address, and if neither of those solve the problem, reach out to your Competency System Administrator. To edit or remove an email address, you must first add a new one and update its settings. StaffReady will not let you remove an email address until another one is in place to receive your messages.

This concludes our Core User Training. If you have any follow up questions, please ask your Competency System Administrator or check out our User Guide Directory found in the Settings/Gear icon. Thank you for using StaffReady Competency!