



StaffReady Competency Module

Overview



Introduction

The StaffReady Competency module provides the digital solution for the ongoing challenge of managing competency assessment programs. The Competency module represents a unified and inclusive solution to managing competencies across your organization.

The Competency module was designed to make managing the entire workflow of a competency assessment program significantly more transparent and less-time intensive. You can easily upload, create and monitor checklists and quizzes, store all documentation, manage observations, track employee progress, and maintain compliance with CLIA regulations. Alerts and triggers guide you through managing your competency assessment program while allowing you to communicate in real time with staff regarding their competency requirements.

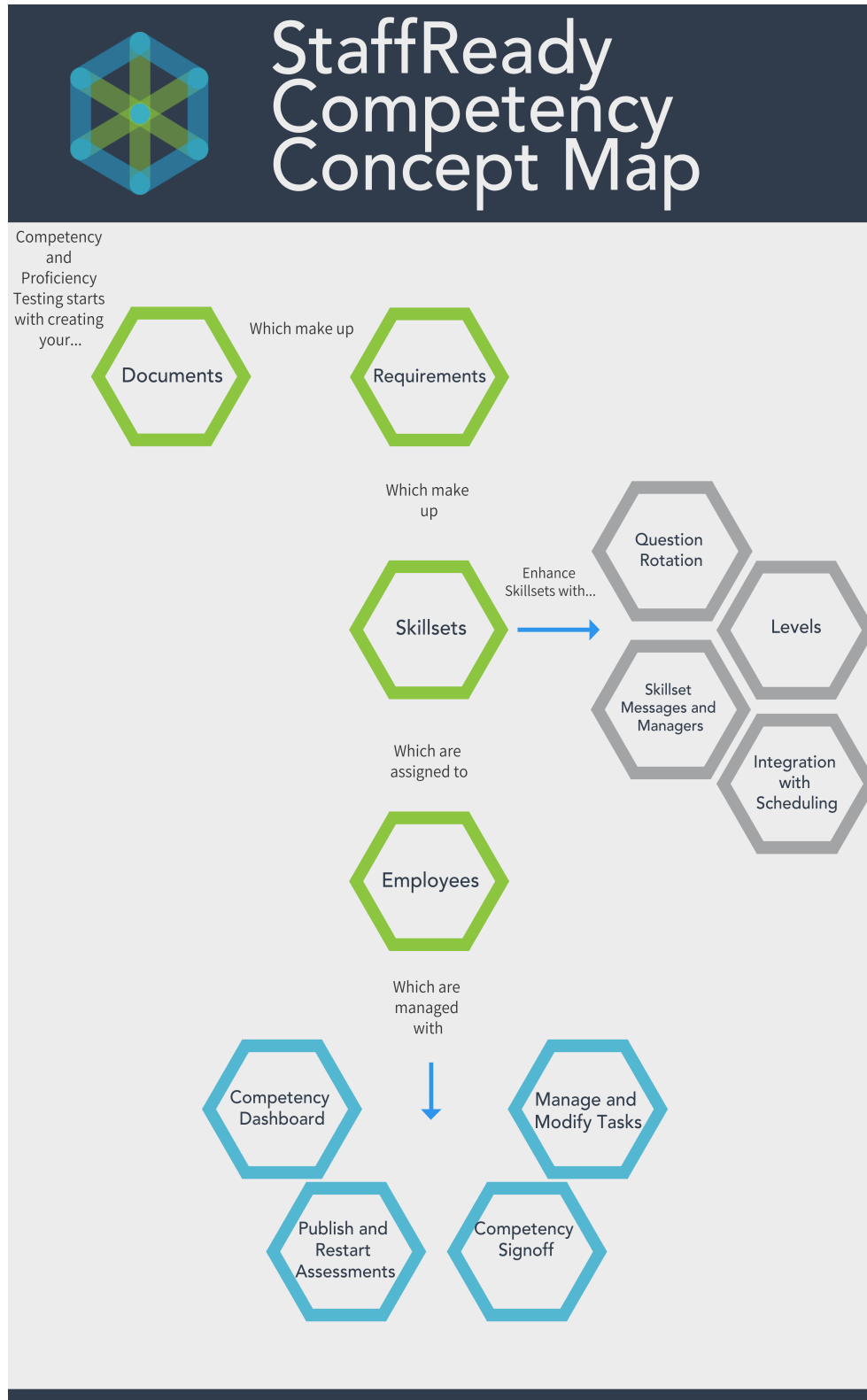
The Competency module also integrates with other StaffReady modules, further enhancing savings and improving employee satisfaction.

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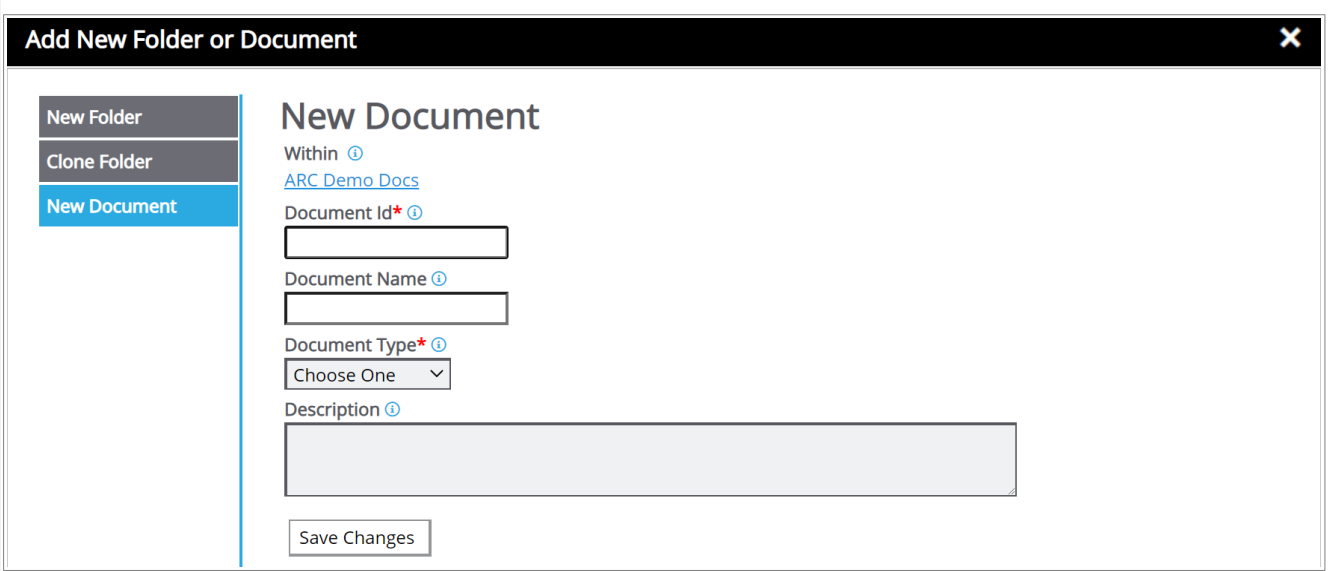
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Competency Concept Map



Competency Documents

The backbone of any competency program, your documents contain the information that all employees need to be proficient in to work at your business. As the basic building block of competency, it is crucial to understand how to create and maintain these documents.



The screenshot shows a dialog box titled "Add New Folder or Document" with a close button (X) in the top right corner. On the left side, there is a vertical menu with three options: "New Folder", "Clone Folder", and "New Document", with "New Document" selected and highlighted in blue. The main area of the dialog is titled "New Document" and contains the following fields and controls:

- "Within" field with a help icon (i) and a link to "ARC Demo Docs".
- "Document Id*" field with a help icon (i) and an empty text input box.
- "Document Name" field with a help icon (i) and an empty text input box.
- "Document Type*" field with a help icon (i) and a dropdown menu currently showing "Choose One".
- "Description" field with a help icon (i) and a large empty text area.
- A "Save Changes" button at the bottom.

Figure 1

To learn more about this feature and how it works, please check out the full user guide [here](#).

Requirements

A Skillset requirement is an obligation that must be satisfied by staff employees in order to achieve a successful competency assessment for a test system. Every skillset you create is made up of different requirements and every requirement has different documents attached to it. Unlike other means of tracking skillset requirements, StaffReady is highly flexible and customizable. Being able to also create requirements folders is another layer of organization and efficiency.

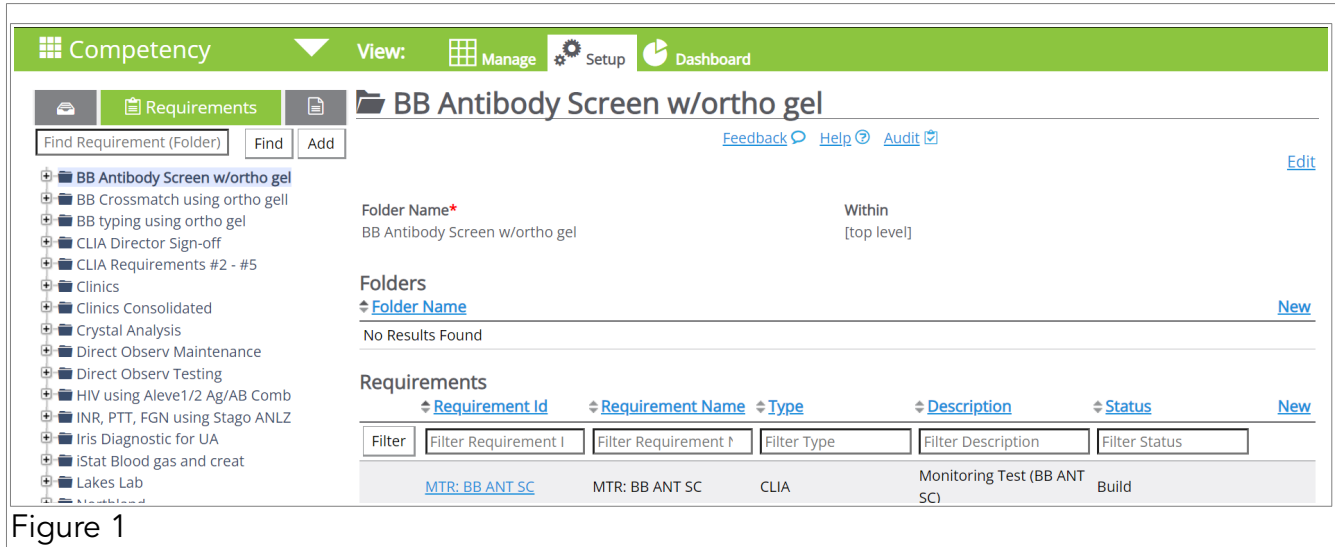


Figure 1

To learn more about this feature and how it works, please check out the full user guide [here](#).

Skillsets

Skillsets represent qualifications that employees are required to demonstrate proficiency in to continue working in the laboratory environment. StaffReady Competency stores away each document and test system associated with a skillset so that it's easily accessible and can never be misplaced like a binder of paper.

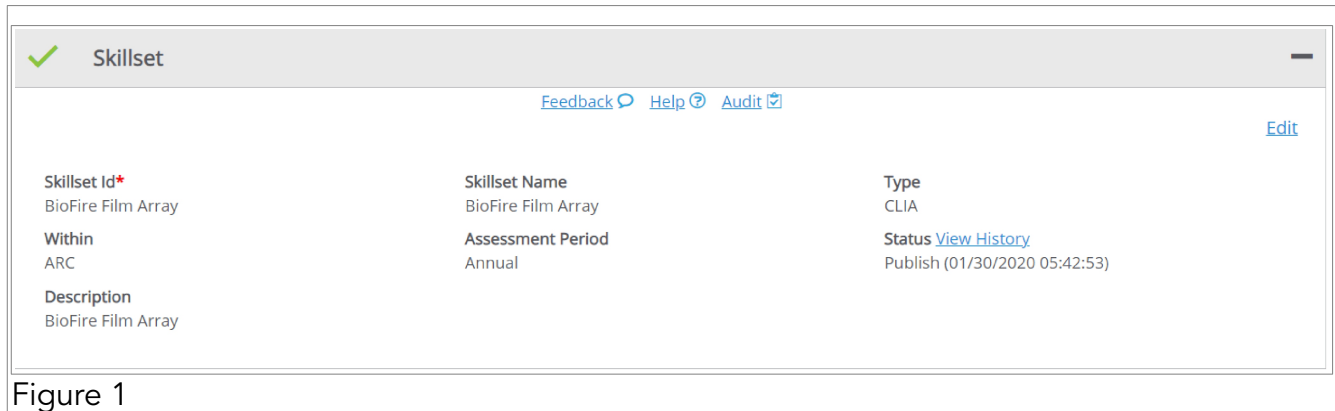


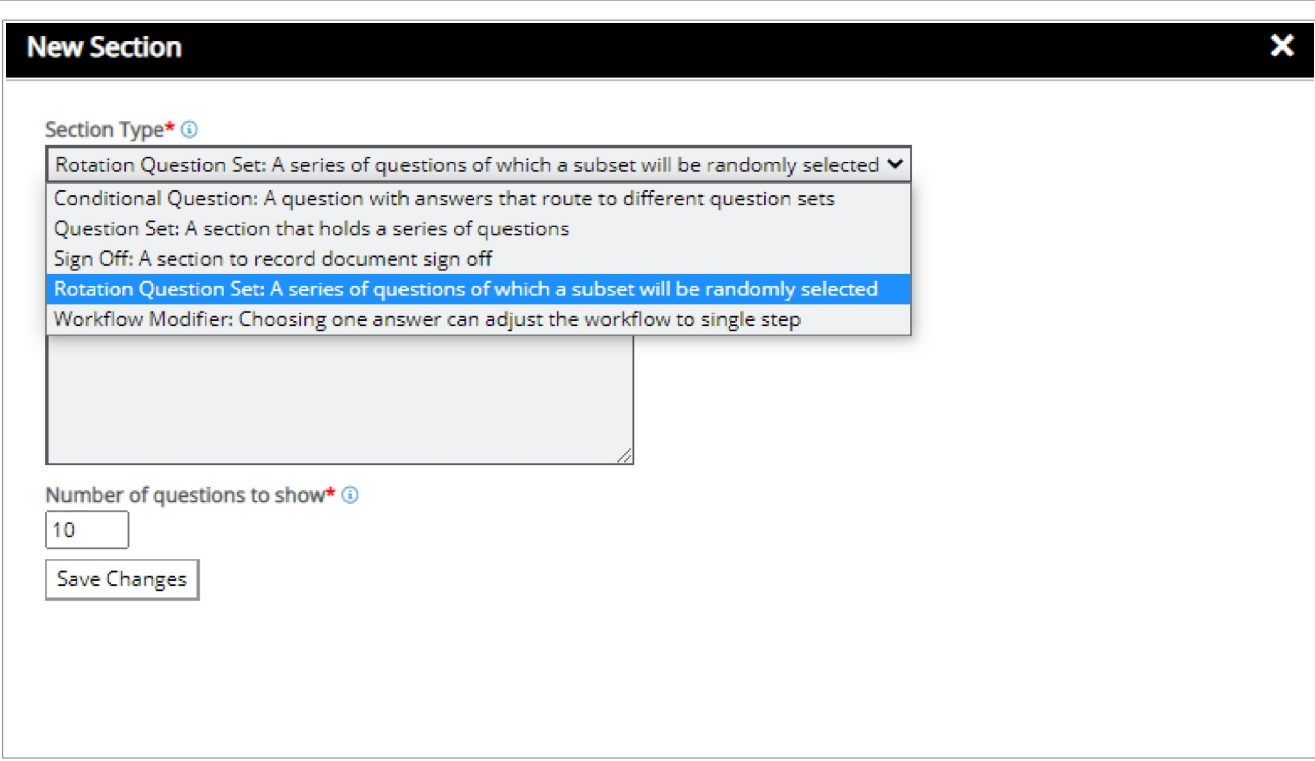
Figure 1

Once set up, skillsets are automatically rolled out to employees using the time parameters that you determine. Automating this process both saves time and saves you having to write down or remember which assessments are due on which days.

To learn more about how to set up Skillsets and other relevant information, you can read the full user guide [here](#).

Question Rotation

The Question Rotation functionality allows administrators to create a series of rotating questions for standard competency exams. Questions may then be randomized for standard exams instead of the same questions appearing year to year. Randomization creates a mostly new exam each time an exam is taken. Question randomization increases the need for employees to be prepared year-to-year as opposed to memorizing answers or, in some cases, cheating. Employees spend more time preparing and test results are more reflective of true competency, assisting managers with better analysis of employee's actual skills.



New Section ✕

Section Type* ⓘ

- Rotation Question Set: A series of questions of which a subset will be randomly selected ▼
- Conditional Question: A question with answers that route to different question sets
- Question Set: A section that holds a series of questions
- Sign Off: A section to record document sign off
- Rotation Question Set: A series of questions of which a subset will be randomly selected**
- Workflow Modifier: Choosing one answer can adjust the workflow to single step

Number of questions to show* ⓘ

10

Save Changes

Figure 1

To learn more about this feature and how it works, please check out the full user guide [here](#).

Skillset Messages and Managers

Similar to their function in the Scheduling Module, the Skillset Messages and Skillset Managers color bars allow you to customize how notification messages are sent, who will receive them, and under what circumstances supervisors receive notification messages. Transparent communication at all levels of your organization is important for ensuring complete communication and open information flow.

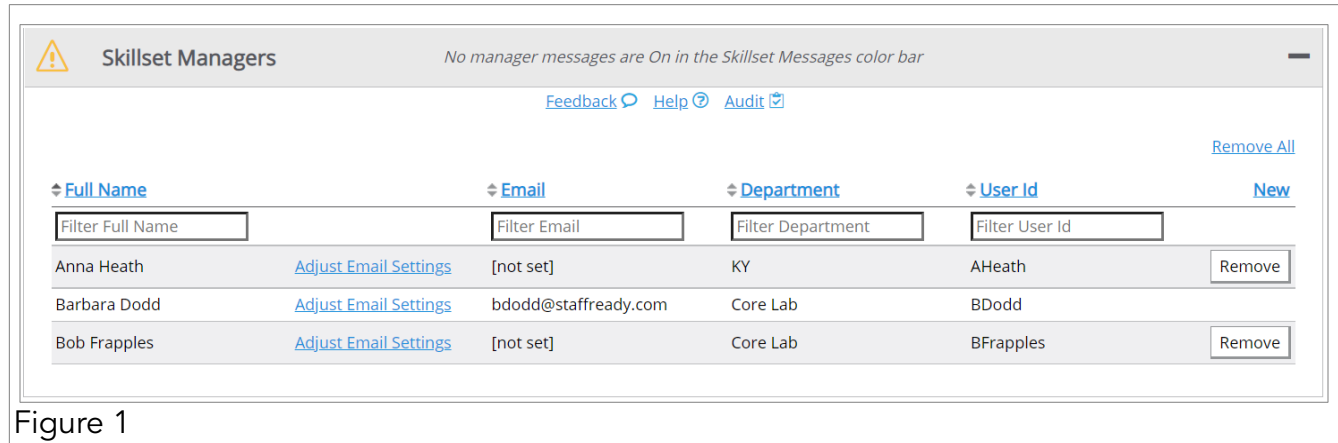


Figure 1

Employees will always have up to date information and supervisors will always be informed when employees complete tasks. This improves organizational cohesion.

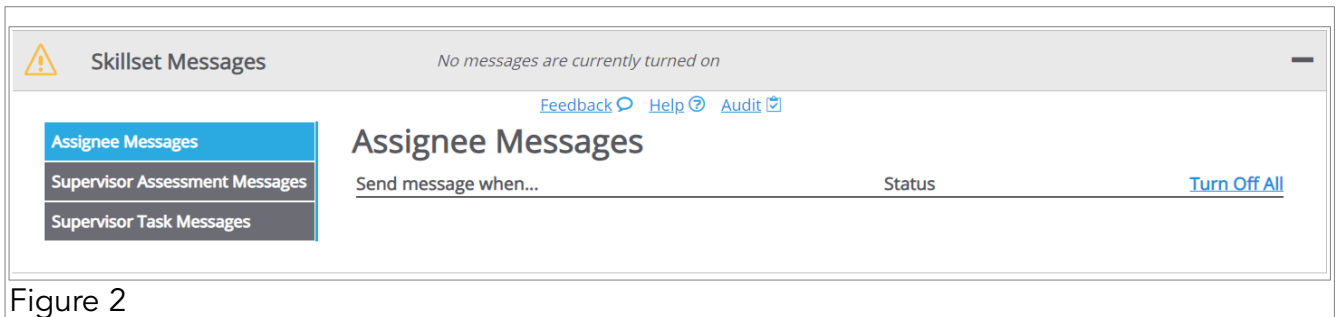
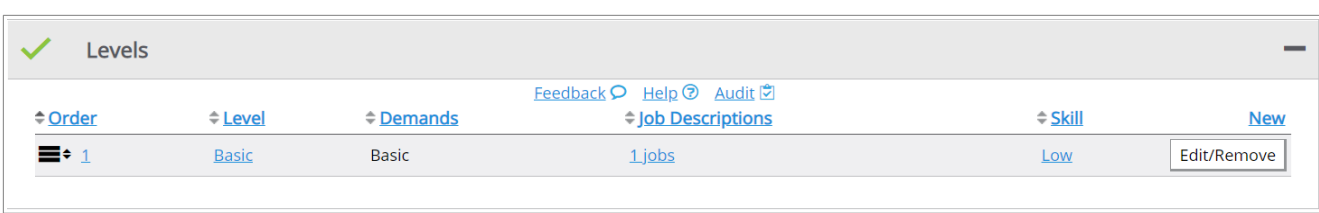


Figure 2

To learn more about this feature and how it works, please check out the full user guide [here](#).

Skillset Levels

Skillset Level allow you to assign different skillset requirements to qualified personnel or employees based on their level of expertise within a specialized subject. This feature allows you to set up different requirements for different groups within a single skillset as opposed to setting up a number of individual skillsets for lower or higher skilled personnel.



Order	Level	Demands	Job Descriptions	Skill	
1	Basic	Basic	1 jobs	Low	Edit/Remove

Figure 1

Levels will save you time and preclude you performing redundant work. You can find the full user guide for this topic [here](#).

Integration

Each of StaffReady's software modules work together alongside each other and provides more benefits for your organization. By linking Job Descriptions to Skillset Levels, you can make it so employees of a certain skill level are automatically qualified for certain job descriptions and vice versa.

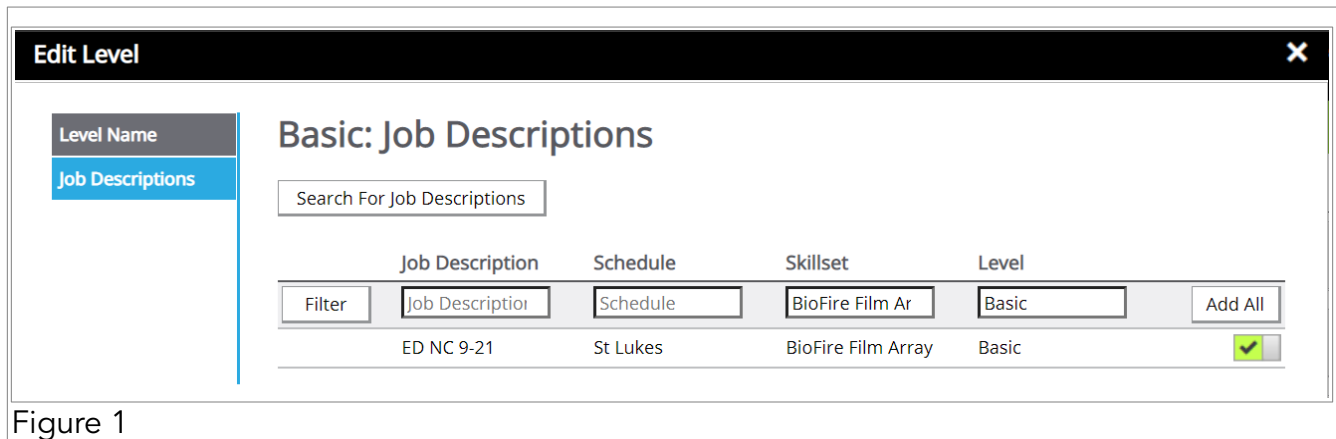


Figure 1

The benefit of integrating these two modules is that it removes the need of updating certain information twice if links are created.

To learn more about this feature and how it works, please check out the full user guide [here](#).

Employees and Competency Dashboard

The Competency Dashboard provides an easy portal for viewing, managing, and generating reporting for Assessments and Tasks to Complete for individual employees, departments, or for your entire organization. This tool also provides a graphical display of the status of tasks and assessments. Due to the consolidation of data in the Competency Dashboard, admins can gain a quick, high-level overview that allows you to assess status and make decisions. Mastering this tool will give you better visibility on your organization’s general progress in completing tasks, as well as looking at granular detail for specific employees.

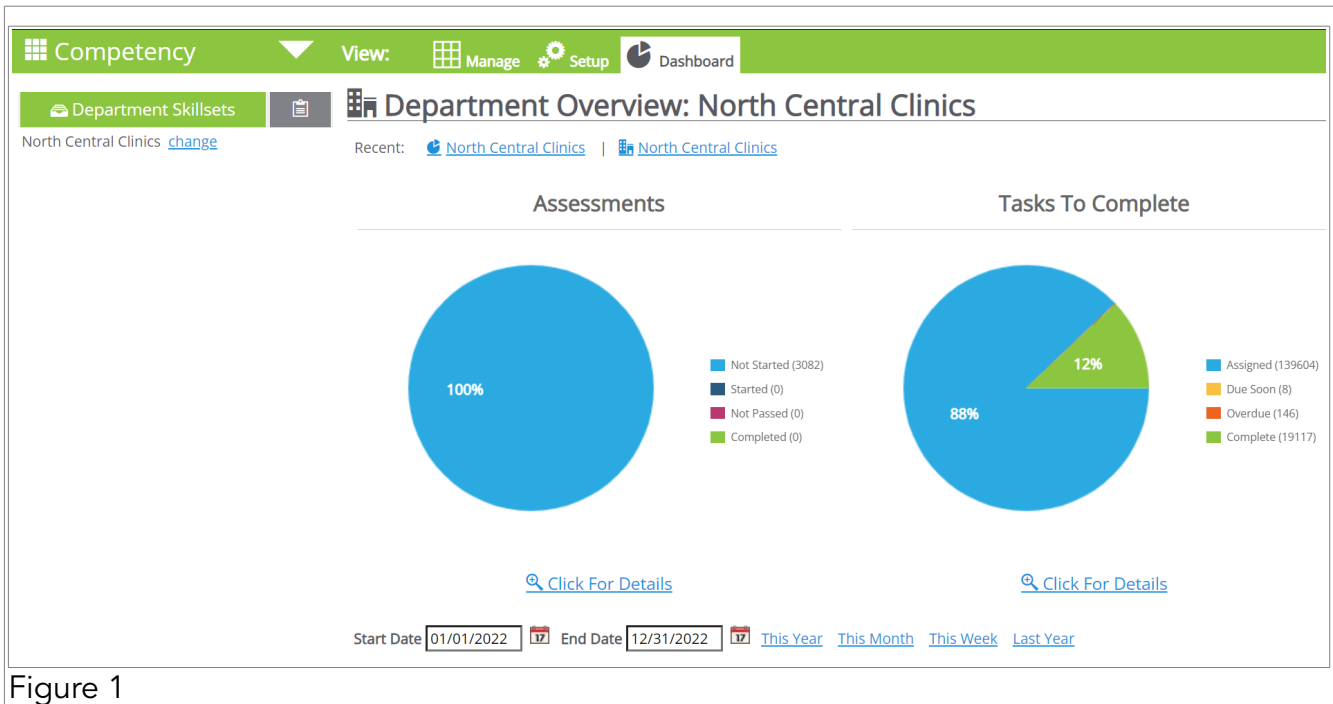


Figure 1

To learn more about this feature and how it works, please check out the full user guide [here](#).

Publish and Restart Assessments

Publishing new assessments or restarting assessment periods is a core part of the Competency Module. This feature complements the other competency features and is used as a sort of capstone once you've created your skillsets and added documents and requirements.

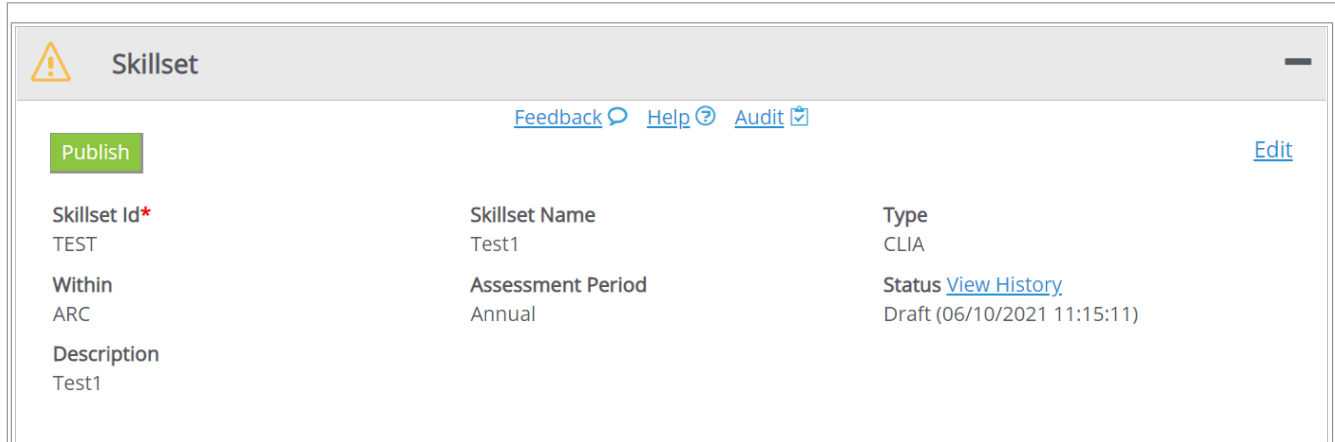


Figure 1

Utilizing this core feature gives you greater oversight of your organization and gives you peace of mind knowing that there's a digital backstop for CLIA compliance. To learn more about this feature, please read the full user guide located [here](#).

Manage Assessments, Assignments, and Remediation

The StaffReady Competency Module allows you to centralize the documents and tasks needed to fully manage a competency assessment program. Our integrated software suite makes managing large amounts of complex clinical data simple and easily accessible. The Manage tab in StaffReady Competency is where Assessments, Assignments, and Remediation tasks are modified. As a result, the effective management of your organization's competency assessment program depends on having the confidence to make quick edits to Assessments or Assignments and managing Remediation.

The screenshot displays the 'All Skillsets' management interface. At the top, there is a green navigation bar with 'Competency' and 'View: Manage', 'Setup', and 'Dashboard' options. Below this, the 'Department' is set to 'North Central Clinics' and the 'Skillset' is 'All Skillsets'. A 'Modify Assessments' button is prominent. The main area shows a table with columns: 'Subject', 'Not Started', 'Started', 'Not Passed', and 'Completed'. A 'Digital Timer Procedure Update (Dec 20)' is listed under 'Completed' for 'Shelby Cockrell'. A left sidebar contains various action buttons: 'Move', 'Edit', 'Explain', 'Remedial', 'Copy Answers', 'Excuse', and 'Modify Assignments'. There are also links for 'Feedback', 'Help', and 'Audit'.

Figure 1

To learn more about this feature and how it works, please check out the full user guide [here](#).

Competency Signoff

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 establish a direct chain of accountability and ensure that employees are always meeting passing criteria. Within seconds, current and future signoffs can be viewed, keeping an accurate audit trail of all activities.

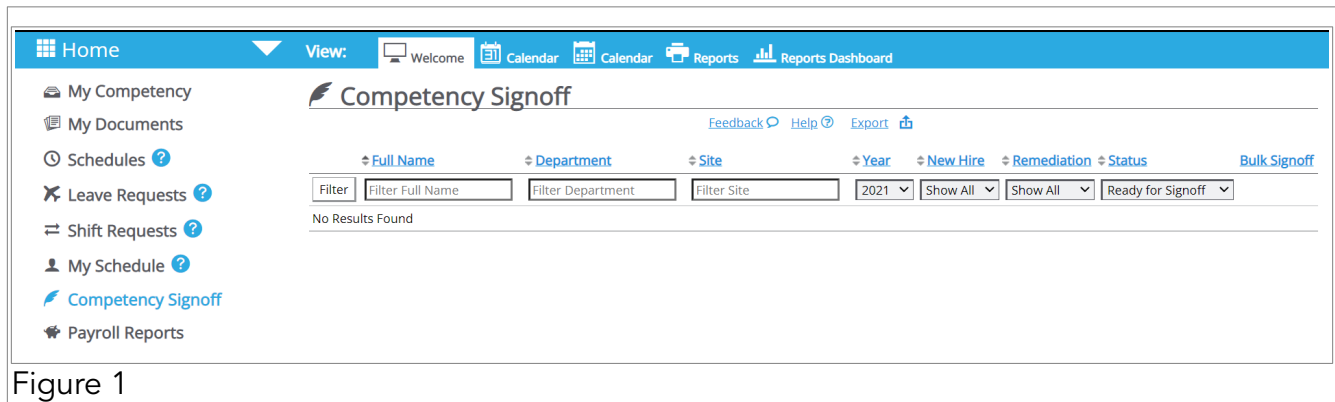


Figure 1

To learn more about this feature and how it works, please check out the full user guide [here](#).

Resources

This concludes the overview of the Competency module. We hope that you have a better understanding of this module and the benefit it can provide your organization.

For additional resources, please check out the User Guide Directory located under your employee profile in the upper right hand corner of each screen. **(Yellow box, Figure 1)** See sample guides under Related Topics below.

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](#)

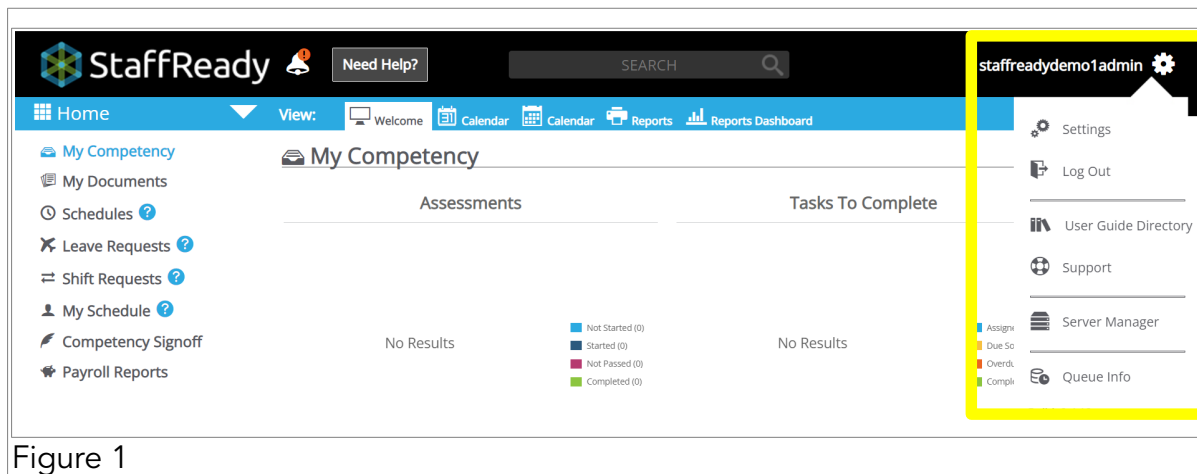


Figure 1

Related Topics

Please select any link to skip to that topic.

Getting Started: Competency	PDF Document
Creating Competency Documents	PDF Document
Competency Dashboard	PDF Document
Publish and Restart Assessment Periods	PDF Document