


Welcome Tab – Competency Signoff Menu

Director Signoff Process

This reference guide provides an overview of the Director Signoff Process in StaffReady. It will also outline the review process for other users that won't be signing. The following process steps and instructional information are provided within this document:

- **Review Assessments**
- **Review New Hire**
- **Review Remediation**
- **Export List**
- **Sign Off**
- **Bulk Sign Off**

View:
Welcome
Calendar



Competency Signoff

[Feedback](#)
[Help](#)
[Export](#)

	↕ Full Name	↕ Department	↕ Site	↕ Year	↕ New Hire	↕ Remediation	↕ Status	Bulk Signoff
Filter	<input type="text" value="Filter Full Name"/>	<input type="text" value="Filter Department"/>	<input type="text" value="Filter Site"/>	<input type="text" value="2016"/>	<input type="text" value="Show All"/>	<input type="text" value="Show All"/>	<input type="text" value="Show All"/>	
	Andrew Tucker	Admin	Director Sign-off	2016	Yes	None	Incomplete	<input type="button" value="Review"/>
	Barry McAllen	Blood Bank	Director Sign-off	2016	No	Yes	Incomplete	<input type="button" value="Review"/>
	Bill Durphy	Core	Director Sign-off	2016	No	None	Incomplete	<input type="button" value="Review"/>
	Bobby Witaker	Micro	Director Sign-off	2016	No	None	Incomplete	<input type="button" value="Review"/>
	Frank Taylor	Blood Bank	Director Sign-off	2016	No	None	Incomplete	<input type="button" value="Review"/>
	James Webber	Blood Bank	Director Sign-off	2016	No	None	Ready for Signoff	<input type="button" value="Signoff"/>
	Joey Bungie	Core	Director Sign-off	2016	No	None	Incomplete	<input type="button" value="Review"/>

1 | Review Assessments

Review Assessments

1. Navigate to the **Competency Signoff Menu** in the **Welcome Screen**

2. Use the **column filters** to find the employee that you would like to review assessments.

Note: The Status filter will always default to “Ready for Signoff”

3. Click the **Review Button** next to the employee you would like to review assessments

Full Name	Department	Site	Year	New Hire	Remediation	Status	Bulk Signoff
Andrew Tucker	Admin	Director Sign-off	2016	Yes	None	Incomplete	Review
Barry McAllen	Blood Bank	Director Sign-off	2016	No	Yes	Incomplete	Review
Bill Durphy	Core	Director Sign-off	2016	No	None	Incomplete	Review
Bobby Witaker	Micro	Director Sign-off	2016	No	None	Incomplete	Review
Frank Taylor	Blood Bank	Director Sign-off	2016	No	None	Incomplete	Review
James Webber	Blood Bank	Director Sign-off	2016	No	None	Ready for Signoff	Signoff
Joey Bungie	Core	Director Sign-off	2016	No	None	Incomplete	Review
John Dogget	Core	Director Sign-off	2016	No	None	Incomplete	Review

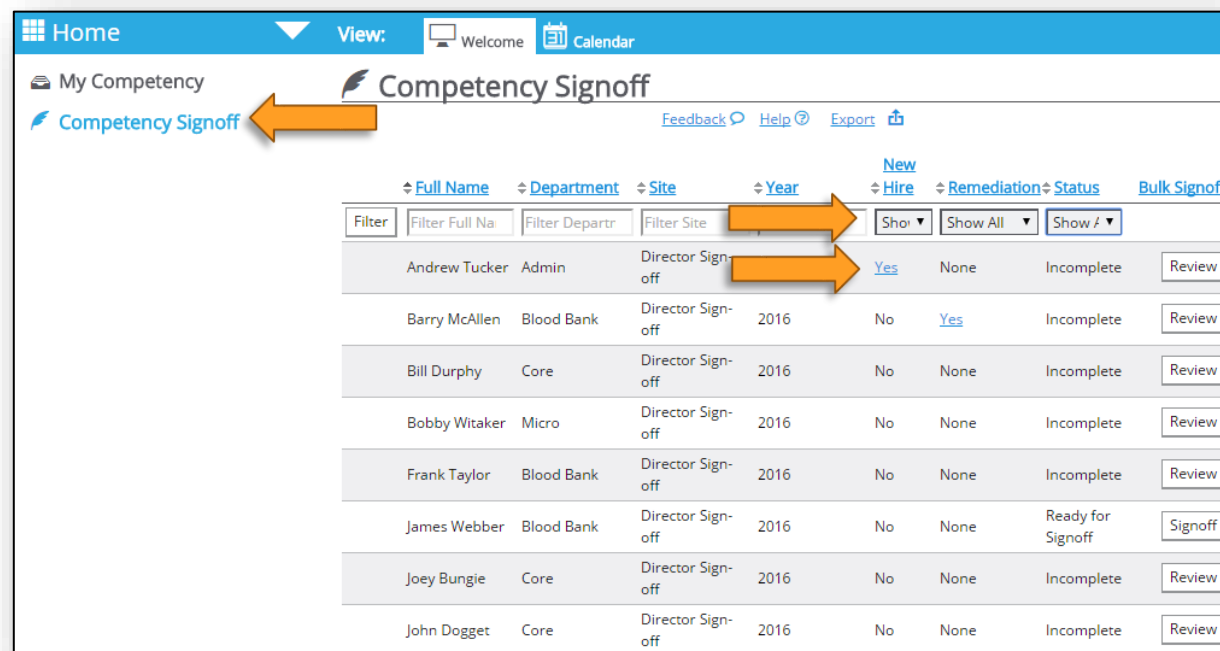
4. This will bring up the **Review Assessments – All** window where you can use the **column filters** to look at different assessments.

Document	Requirement	Skillset	Status (Score)	Assigned	Completed	Attempts
<input type="text" value="Filter Document"/>	<input type="text" value="Filter Requirement"/>	<input type="text" value="Filter Skillset"/>	Show All	<input type="text" value="x 17"/>	<input type="text" value="x 17"/>	
B.B. Direct Observation	B.B. Direct Observation	DAXOR BVA 100	Not Started (Incomplete)	11/16/2016	[not set]	
B.B. Performance of Maint.	B.B. Performance of Maint.	DAXOR BVA 100	Not Started (Incomplete)	11/16/2016	[not set]	
B.B. Problem Solving	B.B. Problem Solving	DAXOR BVA 100	Not Started (Incomplete)	11/16/2016	[not set]	
B.B. Proficiency Testing	B.B. Proficiency Testing	DAXOR BVA 100	Started (Incomplete)	11/16/2016	[not set]	
B.B. Record Review	B.B. Record Review	DAXOR BVA 100	Not Started (Incomplete)	11/16/2016	[not set]	

2 | Review New Hire Assessments

Review New Hire Assessments

1. Navigate to the **Competency Signoff Menu** in the **Welcome Screen**
2. Change the **New Hire** column filter to **Yes** to bring back the new hires
3. Click the **Yes** link for the employee that you would like to Review their New Hire Assessments



My Competency				Competency Signoff			
Full Name	Department	Site	Year	New Hire	Remediation	Status	Bulk Signoff
Andrew Tucker	Admin	Director Sign-off		Yes	None	Incomplete	Review
Barry McAllen	Blood Bank	Director Sign-off	2016	No	Yes	Incomplete	Review
Bill Durphy	Core	Director Sign-off	2016	No	None	Incomplete	Review
Bobby Wtaker	Micro	Director Sign-off	2016	No	None	Incomplete	Review
Frank Taylor	Blood Bank	Director Sign-off	2016	No	None	Incomplete	Review
James Webber	Blood Bank	Director Sign-off	2016	No	None	Ready for Signoff	Signoff
Joey Bungie	Core	Director Sign-off	2016	No	None	Incomplete	Review
John Dogget	Core	Director Sign-off	2016	No	None	Incomplete	Review

4. This will bring up the **Review Assessments – New Hire** window where you can use the **column filters** to look at different New Hire Assessments

Review Assessments - New Hire

Employee
Andrew Tucker

Assessments

Filter	Document	Requirement	Skillset	Status (Score)	Assigned	Completed	Attempts
	Filter Document	Filter Requirement	Filter Skillset	Show All	x 17	x 17	
	Training B.B. Direct Observation	B.B. Direct Observation	DAXOR BVA 100	Not Started (Incomplete)	11/16/2016	[not set]	
	Training B.B. Performance of Maint.	B.B. Performance of Maint.	DAXOR BVA 100	Not Started (Incomplete)	11/16/2016	[not set]	
	Training B.B. Problem Solving	B.B. Problem Solving	DAXOR BVA 100	Not Started (Incomplete)	11/16/2016	[not set]	
	Training B.B. Proficiency Testing	B.B. Proficiency Testing	DAXOR BVA 100	Not Started (Incomplete)	11/16/2016	[not set]	
	Training B.B. Record Review	B.B. Record Review	DAXOR BVA 100	Not Started (Incomplete)	11/16/2016	[not set]	

3 | Review Remediation Assessments

Review Remediation Assessments

1. Navigate to the **Competency Signoff Menu** in the **Welcome Screen**
2. Change the **Remediation** column filter to **Yes** to bring back the new hires
3. Click the **Yes** link for the employee that you would like to Review their Remediation Assessments

Filter	Full Name	Department	Site	Year	New Hire	Remediation	Status	Bulk Signoff
Filter	Filter Full Na	Filter Departar	Filter Site	2016	Show All	Show A		
	Andrew Tucker	Admin	Director Sign-off	2016	Yes	None	Incomplete	Review
	Barry McAllen	Blood Bank	Director Sign-off	2016	Yes	Yes	Incomplete	Review
	Bill Durphy	Core	Director Sign-off	2016	No	None	Incomplete	Review
	Bobby Wtaker	Micro	Director Sign-off	2016	No	None	Incomplete	Review
	Frank Taylor	Blood Bank	Director Sign-off	2016	No	None	Incomplete	Review
	James Webber	Blood Bank	Director Sign-off	2016	No	None	Ready for Signoff	Signoff
	Joey Bungie	Core	Director Sign-off	2016	No	None	Incomplete	Review
	John Dogget	Core	Director Sign-off	2016	No	None	Incomplete	Review

4. This will bring up the **Review Assessments – Remedial** window where you can use the **column filters** to look at different Remedial Assessments



Review Assessments - Remedial							
Employee Barry McAllen							
Assessments							
	Document	Requirement	Skillset	Status (Score)	Assigned	Completed	Attempts
Filter	Filter Document	Filter Requirement	Filter Skillset	Show All	x 17	x 17	
Remedial Checklist	B.B. Direct Observation	DAXOR BVA 100	Not Started (Incomplete)	11/14/2016	[not set]	attempt(s)	
Remedial Document Review	B.B. Direct Observation	DAXOR BVA 100	Not Started (Incomplete)	11/14/2016	[not set]	attempt(s)	
Remediation Verification	B.B. Direct Observation	DAXOR BVA 100	Not Started (Incomplete)	11/14/2016	[not set]	attempt(s)	

4 | Export List

Review Remediation Assessments

1. Navigate to the **Competency Signoff Menu** in the **Welcome Screen**

2. Use the **column filters** to display the list of employees you would like to export

Note: The Status filter will always default to “Ready for Signoff”

3. Click the **Export** link and choose Excel. This will export the current list that you have filtered to Excel.

Full Name	Department	Site	Year	Hire	Remediation	Status	Bulk Signoff
Andrew Tucker	Admin	Director Sign-off	2016	Yes	None	Incomplete	Review
Barry McAllen	Blood Bank	Director Sign-off	2016	No	Yes	Incomplete	Review
Bill Durphy	Core	Director Sign-off	2016	No	None	Incomplete	Review
Bobby Wtaker	Micro	Director Sign-off	2016	No	None	Incomplete	Review
Frank Taylor	Blood Bank	Director Sign-off	2016	No	None	Incomplete	Review
James Webber	Blood Bank	Director Sign-off	2016	No	None	Ready for Signoff	Signoff
Joey Bungie	Core	Director Sign-off	2016	No	None	Incomplete	Review
John Dogget	Core	Director Sign-off	2016	No	None	Incomplete	Review

5 | Single Sign-off

Single Sign-off

1. Navigate to the **Competency Signoff Menu** in the **Welcome Screen**

2. Use the **column filters** to find the employee that you would like to sign-off

Note: The Status filter will always default to “Ready for Signoff”

3. Click the **Signoff Button** next to the employee you would like to Signoff

Full Name	Department	Site	Year	New Hire	Remediation	Status	Bulk Signoff
Andrew Tucker	Admin	Director Sign-off	2016	Yes	None	Incomplete	Review
Barry McAllen	Blood Bank	Director Sign-off	2016	No	Yes	Incomplete	Review
Bill Durphy	Core	Director Sign-off	2016	No	None	Incomplete	Review
Bobby Wtaker	Micro	Director Sign-off	2016	No	None	Incomplete	Review
Frank Taylor	Blood Bank	Director Sign-off	2016	No	None	Incomplete	Review
James Webber	Blood Bank	Director Sign-off	2016	No	None	Incomplete	Signoff
Joey Bungie	Core	Director Sign-off	2016	No	None	Incomplete	Review
John Dogget	Core	Director Sign-off	2016	No	None	Incomplete	Review

4. This will bring up the **Director Sign-off Document** in a separate tab.

5. You can use the **filters** to look at the employees assessments before signing off

6. Enter your **Username** and **PIN**

7. Click **Sign**

The screenshot shows the 'Director Sign-off' interface. On the left, the 'Sections' panel has 'Director Signoff' selected with a 0% progress indicator. Below it, 'Document Details' shows 'Description [not set]', 'Document Type Exam', and 'Subject James Webber'. The 'Question Navigator' is also visible. The main content area is titled 'Director Signoff' and includes an 'Exam Progress' field and a 'Save Progress' button. Below this, there are input fields for 'Username' and 'PIN', followed by a 'Sign' button. An orange arrow points from the 'Director Signoff' tab to the 'Sign' button. Another orange arrow points from the 'Sign' button to the 'Filter' dropdown in the table below. The table lists assessments with columns for Document, Requirement, Skillset, Status (Score), Assigned, Completed, and Attempts. All listed assessments are marked as 'Complete (100%)'.

Document	Requirement	Skillset	Status (Score)	Assigned	Completed	Attempts
B.B. Direct Observation	B.B. Direct Observation	DAXOR BVA 100	Complete (100%)	01/09/2016	02/02/2016	attempt(s)
B.B. Direct Observation	B.B. Direct Observation	Erytra	Complete (100%)	01/09/2016	03/07/2016	attempt(s)
B.B. Direct Observation	B.B. Direct Observation	Immucor Neo Analyzer	Complete (100%)	06/01/2016	11/30/2016	attempt(s)
B.B. Monitoring Test Results	B.B. Monitoring Test Results	DAXOR BVA 100	Complete (100%)	01/09/2016	02/02/2016	attempt(s)
B.B. Monitoring Test Results	B.B. Monitoring Test Results	Erytra	Complete (100%)	01/09/2016	03/07/2016	attempt(s)
B.B. Monitoring Test Results	B.B. Monitoring Test Results	Immucor Neo Analyzer	Complete (100%)	06/01/2016	11/30/2016	attempt(s)

8. This will apply your **Signature**

9. Click the **Submit Signoff** button

The screenshot shows the 'Director Sign-off' interface. On the left, there are sections for 'Sections' (Director Signoff, 100%), 'Document Details' (Description: [not set], Document Type: Exam, Subject: James Webber), and 'Question Navigator'. The main area displays the signature 'Daniel Brood' with a timestamp '11/30/16 2:05 PM' and a 'Submit Signoff' button highlighted by an orange arrow. Below the signature, there are fields for 'Reset Signature', 'SAVED', 'Employee: James Webber', 'Year: 2016', 'New Hire: No', and 'Remediation: None'. At the bottom, an 'Assessments' table is visible:

Document	Requirement	Skillset	Status (Score)	Assigned	Completed	Attempts
B.B. Direct Observation	B.B. Direct Observation	DAXOR BVA 100	Complete (100%)	01/09/2016	02/02/2016	attempt(s)
B.B. Direct Observation	B.B. Direct Observation	Erytra	Complete (100%)	01/09/2016	03/07/2016	attempt(s)

10. Click **Done Reviewing**

The screenshot shows the 'Exam Results: Director Sign-off' page. It features a trophy icon and the word 'PASSED' in green. The subject is 'James Webber', completed on '11/30/2016', for the 'Director Sign-off' skillset. A 'Review Exam' button is present. On the right, a summary of results is shown:

- Correct Questions: 0
- Scorable Questions: 0
- Earned Points: 0
- Points to Pass: 0
- Possible Points: 0

Below the results, there is a legend for 'Missed (0)' (red square) and 'Points(0)' (green square), and the text 'No Results'.

6 | Bulk Sign-off

Bulk Sign-off

1. Navigate to the **Competency Signoff Menu** in the **Welcome Screen**

2. Use the **column filters** to find the employee that you would like to sign-off

Note: The Status filter will always default to “Ready for Signoff”

3. Click the **Bulk Signoff** link.

Home		View: Welcome Calendar	
My Competency		Competency Signoff	
Competency Signoff		Feedback Help Export	
Full Name	Department	Site	Year
New Hire	Remediation	Status	Bulk Signoff
Filter	Filter Full Na	Filter Departur	Filter Site
2016	Show All	Show A	
Andrew Tucker	Admin	Director Sign-off	2016
Barry McAllen	Blood Bank	Director Sign-off	2016
Bill Durphy	Core	Director Sign-off	2016
Bobby Wtaker	Micro	Director Sign-off	2016
Frank Taylor	Blood Bank	Director Sign-off	2016
James Webber	Blood Bank	Director Sign-off	2016
Joey Bungie	Core	Director Sign-off	2016
John Dogget	Core	Director Sign-off	2016

Note: The filters that you apply will transfer over to the Bulk Signoff window.

4. Click the **Select All** button or check each individual employee.

5. Enter your **Username** and **PIN**

6. Click the **Signoff Button**

Note: This will input your signature for each employee that that you checked.

Competency Bulk Signoff

Signature

Username PIN

Assessments

	Full Name	Site	Department	Year	New Hire	Remediation	Status
<input type="checkbox"/>	Kevin Martin	Director Sign-off	Blood Bank	2016	No	None	Ready for Signoff
<input type="checkbox"/>	Michelle Windsley	Director Sign-off	Chemistry	2016	No	None	Ready for Signoff
<input type="checkbox"/>	Steve Foster	Director Sign-off	Blood Bank	2016	No	None	Ready for Signoff
<input type="checkbox"/>	Tom Cook	Director Sign-off	Chemistry	2016	No	None	Ready for Signoff