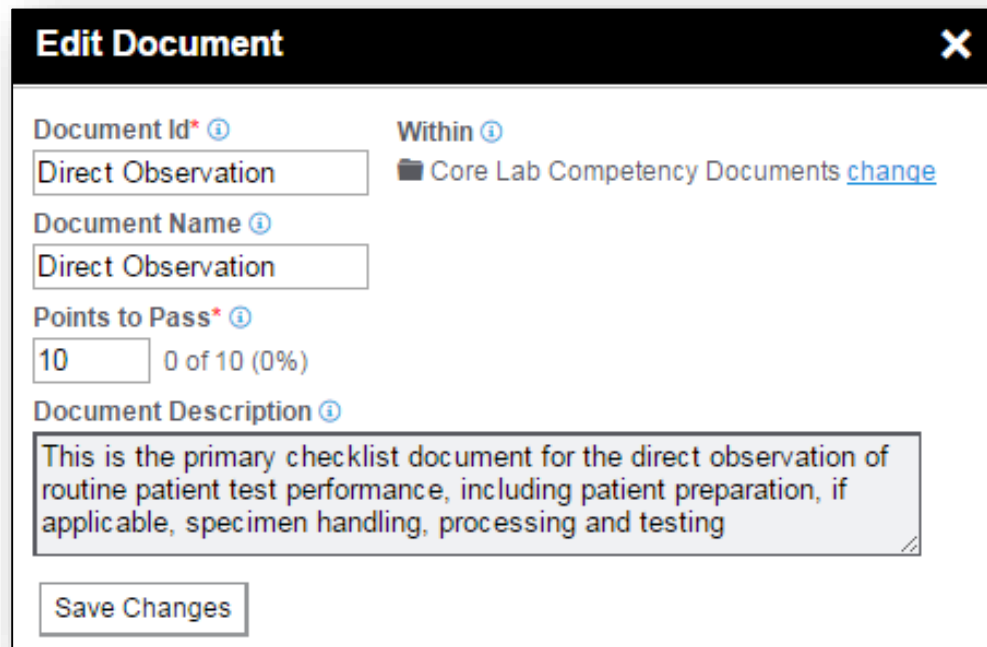


Setup View – Competency Documents Perspective

Edit Competency Document Details

This reference guide provides an overview of the process for Editing Competency Document Details within StaffReady. The following process steps and instructional information are provided within this document:

- **Edit Competency Document Details**



Edit Document ✕

Document Id* ⓘ Within ⓘ 📁 Core Lab Competency Documents [change](#)

Document Name ⓘ

Points to Pass* ⓘ 0 of 10 (0%)

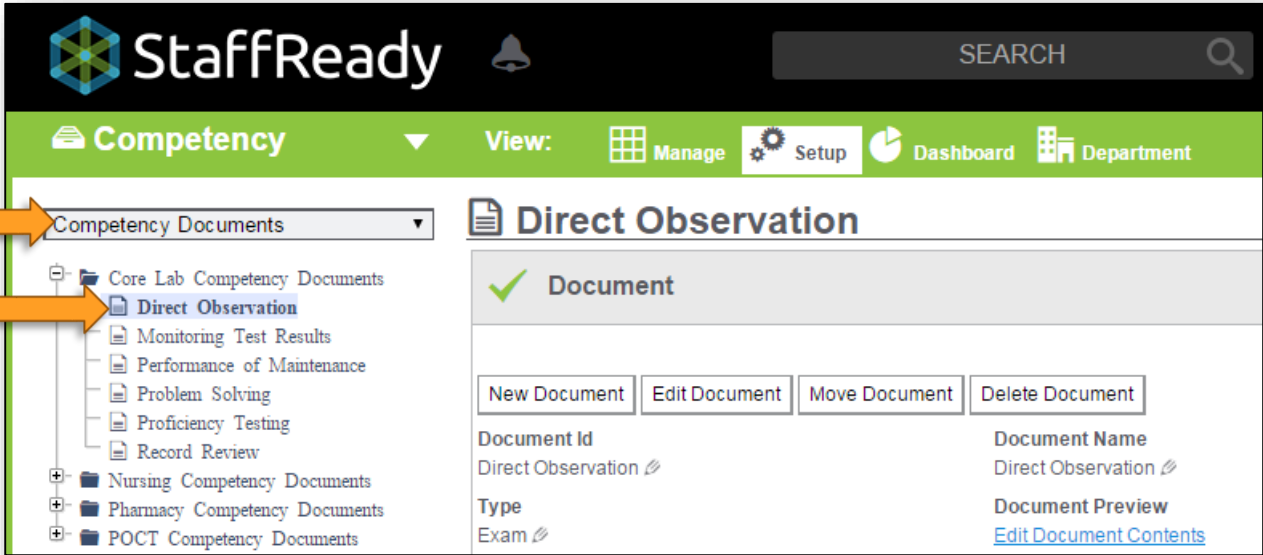
Document Description ⓘ

1 | Edit Competency Document Content

Edit Competency Document Content

1. Select **Competency Documents** perspective.

2. Select a **Competency Document**.



3. Click [Edit Document Contents](#).

Direct Observation

✓ Document

New Document Edit Document Move Document Delete Document

| Document Id | Document Name | Type | Document Preview |
|--------------------|--------------------|------|--|
| Direct Observation | Direct Observation | Exam | Edit Document Contents |

4. Click **Edit**.

Direct Observation

Sections

- Direct Observation ✓
- + Add a Section

Document Details

Description: This is the primary checklist document for the direct observation of routine patient test performance, including patient preparation, if applicable, specimen handling, processing and testing

Document Type: Exam

Points to Pass: 0 of 10 (0%)

Edit Clone New

Direct Observation

Question 1

Before testing, ensures specimen is properly identified with appropriate lab

no additional details

Passing Score: Yes

Comments:

no attachments

Question 2

Before testing, verifies specimen was collected in correct tube or container.

5. Edit **Document Id**.

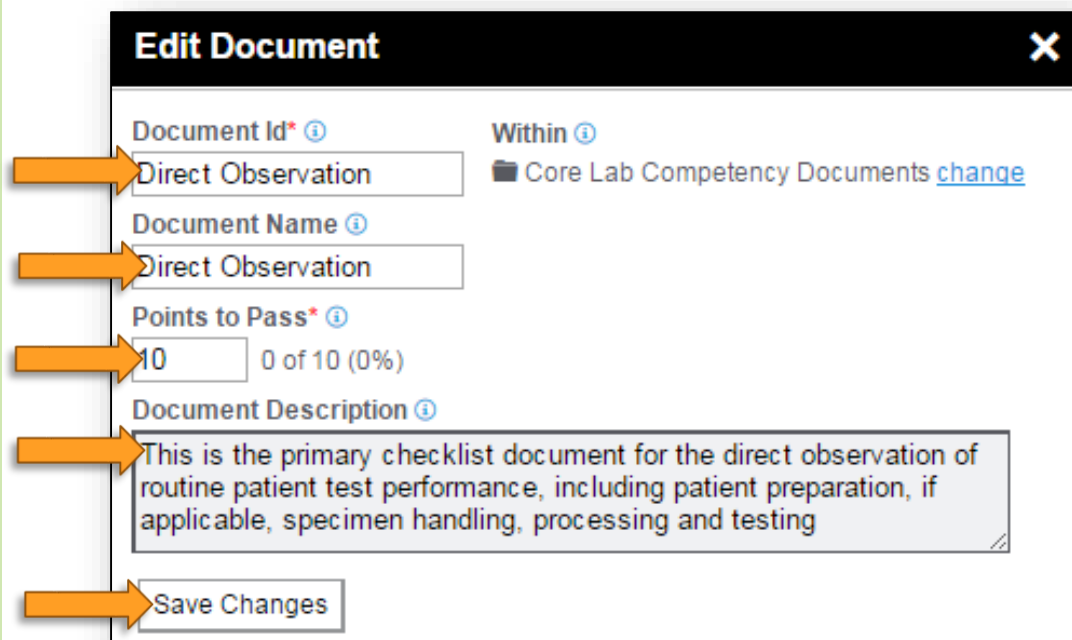
6. Edit **Document Name**.

7. Edit **Points to Pass**.

Note: **Points to Pass** must be updated in order for the document to score correctly.

8. Edit **Description**.

9. Click **Save Changes**.



Edit Document ✕

Document Id* ⓘ Within ⓘ
Direct Observation Core Lab Competency Documents [change](#)

Document Name ⓘ
Direct Observation

Points to Pass* ⓘ
10 0 of 10 (0%)

Document Description ⓘ
This is the primary checklist document for the direct observation of routine patient test performance, including patient preparation, if applicable, specimen handling, processing and testing

Save Changes