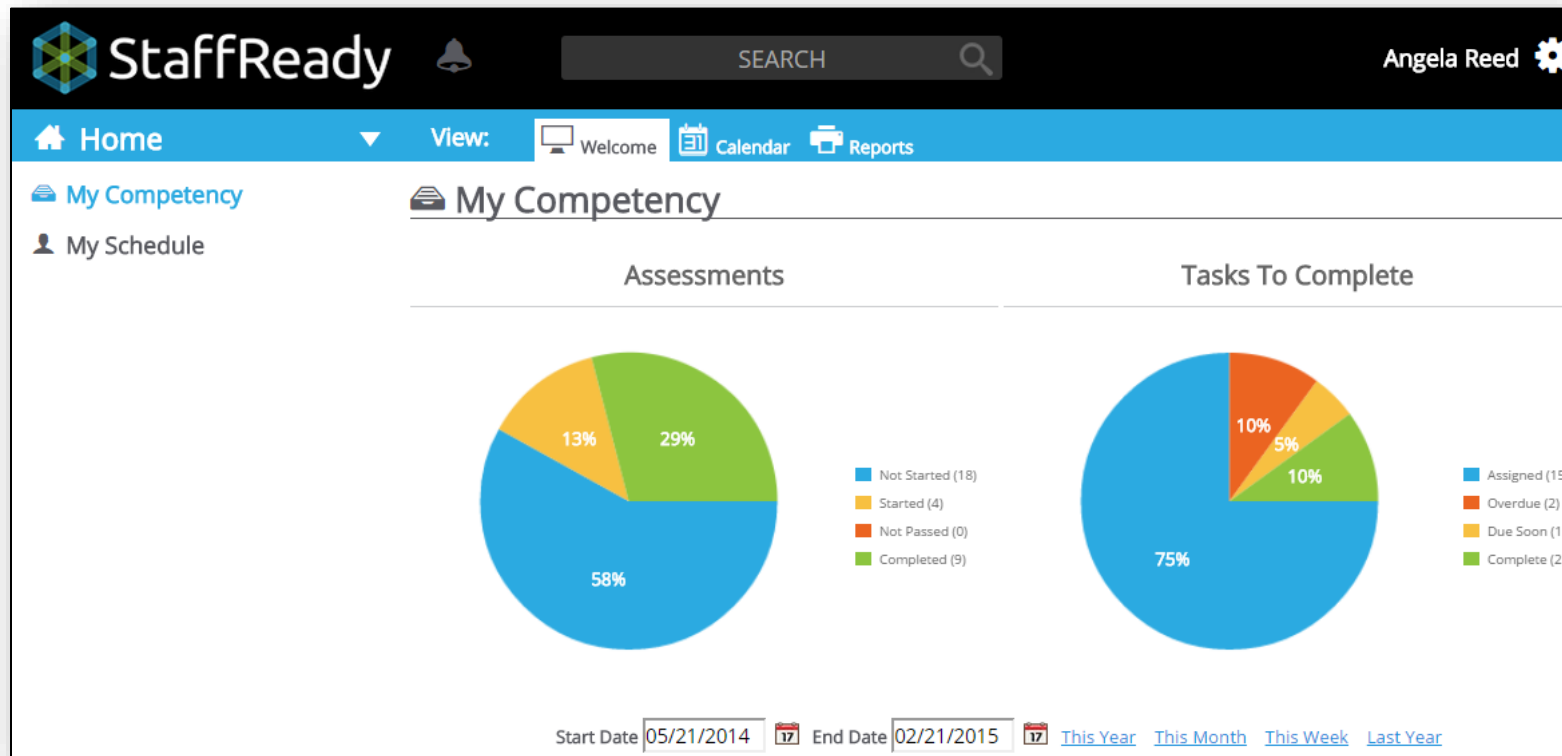


Welcome View – My Competency Menu Tasks to Complete Colorbar

This reference guide provides an overview of the **My Competency** submenu **Tasks to Complete** colorbar within StaffReady. The following process steps and instructional information are provided within this document:

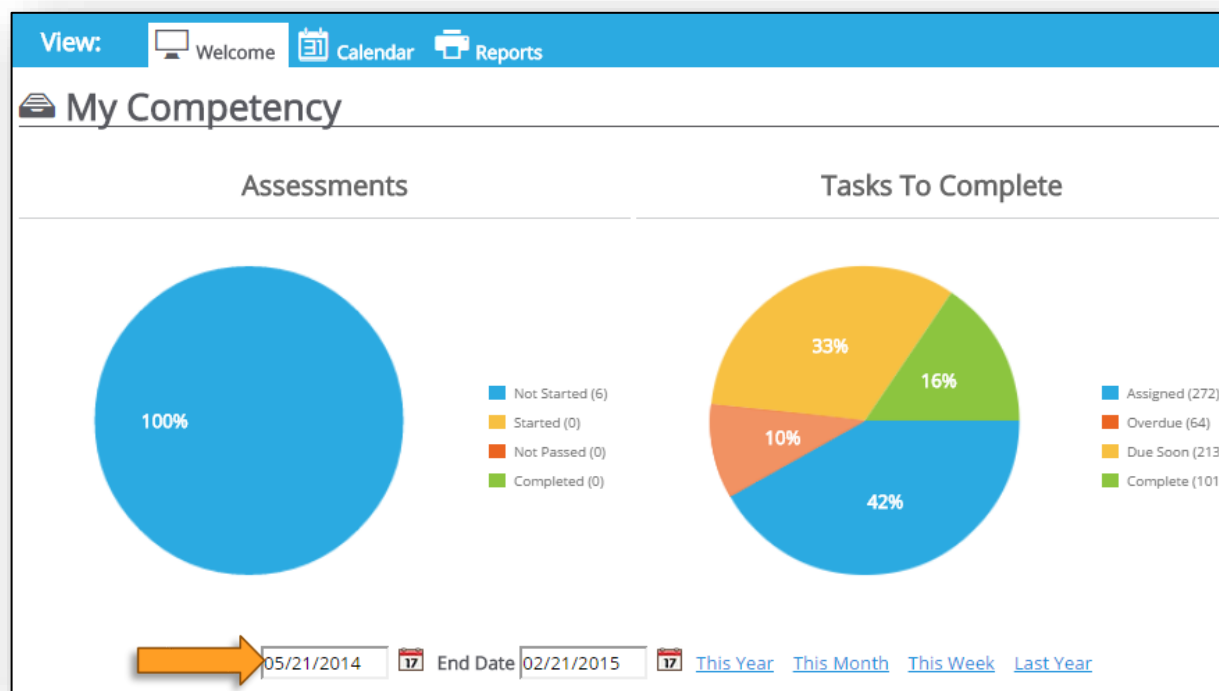
- **Accessing Assessment Tasks**
- **Completing Assessment Tasks**
- **Reporting a Problem with Assessment Question**
- **Reviewing Assessment Results**
- **Printing Assessment Results**
- **Requesting Assessment Retake**



1 | Accessing Assessment Tasks

Accessing Assessment Tasks

1. Select the **Welcome View** within the **Home** option of the **Product** menu.
2. Select **My Competency** submenu.
3. Adjust date values for viewing **Tasks to Complete**.



4. Click to open the **Tasks to Complete** colorbar.



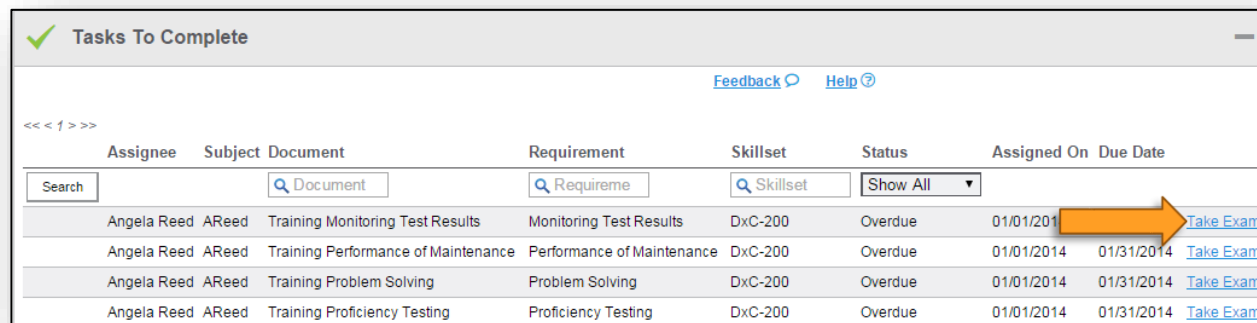
5. Use search filters to locate specific tasks.

Tasks To Complete							
Assignee	Subject	Document	Requirement	Skillset	Status	Assigned On	Due Date
Angela Reed	AReed	Training Monitoring Test Results	Monitoring Test Results	DxC-200	Overdue	01/01/2014	01/31/2014
Angela Reed	AReed	Training Performance of Maintenance	Performance of Maintenance	DxC-200	Overdue	01/01/2014	01/31/2014
Angela Reed	AReed	Training Problem Solving	Problem Solving	DxC-200	Overdue	01/01/2014	01/31/2014
Angela Reed	AReed	Training Proficiency Testing	Proficiency Testing	DxC-200	Overdue	01/01/2014	01/31/2014

2 | Completing Assessment Tasks

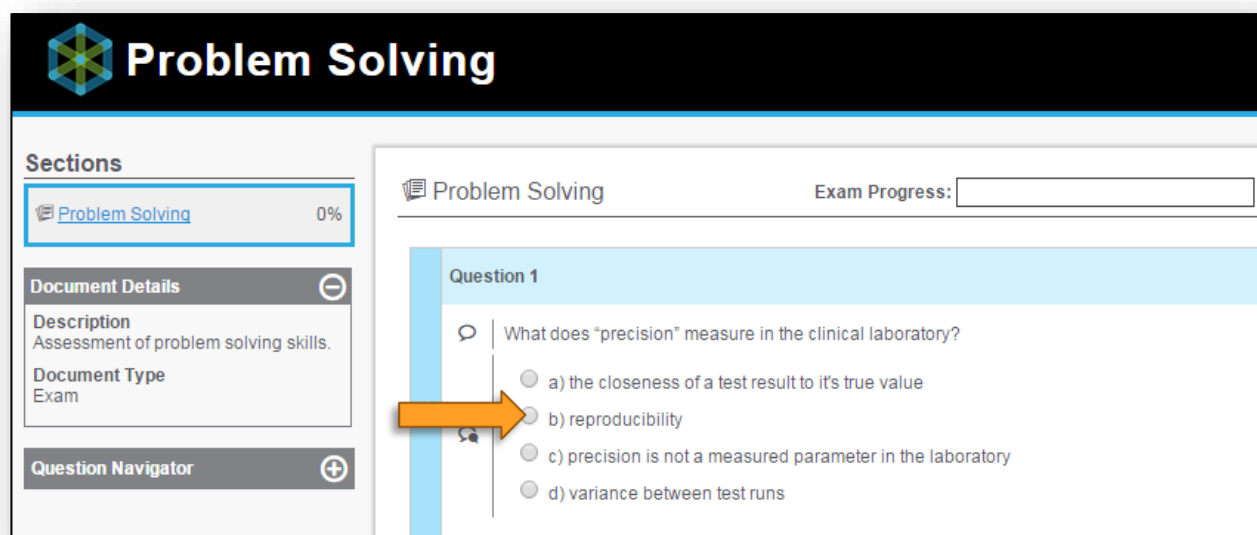
Completing Assessment Tasks

1. Click [Take Exam](#).



Assignee	Subject Document	Requirement	Skillset	Status	Assigned On	Due Date	
Angela Reed	AReed Training Monitoring Test Results	Monitoring Test Results	DxC-200	Overdue	01/01/2014	01/31/2014	Take Exam
Angela Reed	AReed Training Performance of Maintenance	Performance of Maintenance	DxC-200	Overdue	01/01/2014	01/31/2014	Take Exam
Angela Reed	AReed Training Problem Solving	Problem Solving	DxC-200	Overdue	01/01/2014	01/31/2014	Take Exam
Angela Reed	AReed Training Proficiency Testing	Proficiency Testing	DxC-200	Overdue	01/01/2014	01/31/2014	Take Exam

2. Select answer.



Problem Solving

Exam Progress:

Question 1

What does "precision" measure in the clinical laboratory?

- a) the closeness of a test result to its true value
- b) reproducibility
- c) precision is not a measured parameter in the laboratory
- d) variance between test runs

3. Click **Save Progress** to exit the exam before completion.

Note: Answers are automatically saved. **Save Progress** is an added option for peace of mind.

4. Click to **Submit for Grading** once all required question are answered.

The screenshot shows the top of the 'Problem Solving' exam interface. On the right side, there is an 'Exam Progress' field and a 'Save Progress' button. An orange arrow points to the 'Save Progress' button. Below this, 'Question 1' is displayed with a 'Report a Problem' link on the right. The question text is 'What does "precision" measure in the clinical laboratory?' and there are four radio button options: a) the closeness of a test result to it's true value, b) reproducibility, c) precision is not a measured parameter in the laboratory, and d) variance between test runs.

The screenshot shows the same 'Problem Solving' exam interface as above, but with the 'Submit for Grading' button highlighted by an orange arrow. The 'Save Progress' button is still visible on the right. In this screenshot, the question 'Question 1' has a green checkmark in the top right corner, indicating it has been answered. The radio button for option 'b) reproducibility' is selected.

3 | Reporting a Problem with Assessment Question

Reporting a Problem with Assessment Question

1. Click [Report a Problem](#).

The screenshot shows a web-based exam interface. At the top, it says "Problem Solving" with a document icon, "Exam Progress:" followed by an empty progress bar, and a "Save Progress" button. Below this is a question card for "Question 1". The question text is "What does 'precision' measure in the clinical laboratory?". There are four multiple-choice options: a) the closeness of a test result to its true value, b) reproducibility, c) precision is not a measured parameter in the laboratory, and d) variance between test runs. On the right side of the question card, there is a blue button labeled "Report a Problem", which is highlighted with a large orange arrow pointing to it.

3. Click [Change](#).

Note: It is only necessary to select [Change](#) if the recipient is not the desired supervisor/manager.

New Message [X]

To:* ⓘ "Dr. Robert Montgomery" <rmontgomery@StaffReady.com> [Change](#) ←

Cc: ⓘ [Add Email](#)

Email Template: ⓘ Problem Report ▾

Subject* ⓘ

Problem Report for Question

Body* ⓘ

Dr. Robert Montgomery,

There is a problem with the following question.

Document: Performance of Maintenance
Question Set: Performance of Maintenance
Question Number: 1
Question: Performs all required maintenance tasks according to SOP.

Send Email

4. Begin typing a supervisor/manager name within **Full Name** field.

5. Select supervisor/manager name from auto-complete below **Full Name**.

6. Click **Save Changes**.

Add Email [X]

Full Name ⓘ
bar
Barbara Dodd
Login Id ⓘ
[]

Save Changes

Add Email [X]

Full Name ⓘ
Barbara Dodd
Login Id ⓘ
[]

Full Name: Barbara Dodd
Login Id: bdodd
Email
Address: support@maplewoodsoftware.com
Department: Laboratory
Job Title: [not set]
Hire Date: 11/26/2011

Save Changes Reset Search

7. Click **Send Email**.

New Message ✕

To:* ⓘ "Dr. Robert Montgomery" <rmontgomery@StaffReady.com> [Change](#)

Cc: ⓘ [Add Email](#)

Email Template: ⓘ ▼

Subject* ⓘ

Body* ⓘ

Dr. Robert Montgomery,

There is a problem with the following question.

Document: Performance of Maintenance
Question Set: Performance of Maintenance
Question Number: 1
Question: Performs all required maintenance tasks according to SOP.

4 | Reviewing Assessment Results

Reviewing Assessment Results

1. Click [Review Results](#).

Tasks To Complete									
Feedback Help									
<< 1 >>									
Print	Assignee	Subject Document	Requirement	Skillset	Status	Assigned On	Due Date		
<input type="text" value="Search"/>		<input type="text" value="Document"/>	<input type="text" value="Requireme"/>	<input type="text" value="Skillset"/>	<input type="text" value="Show All"/>				
Angela Reed	AReed	Training Monitoring Test Results	Monitoring Test Results	Advia	Overdue	01/01/2014	01/31/2014	Take Exam	
Angela Reed	AReed	Training Performance of Maintenance	Performance of Maintenance	Advia	Overdue	01/01/2014	01/31/2014	Take Exam	
Angela Reed	AReed	Six Months Problem Solving	Problem Solving	Advia	Overdue	06/01/2014	07/01/2014	Take Exam	
Angela Reed	AReed	Training Problem Solving	Problem Solving	Advia	Not Passed	01/01/2014	01/31/2014	Review Results	


2. Click **Review Exam**.




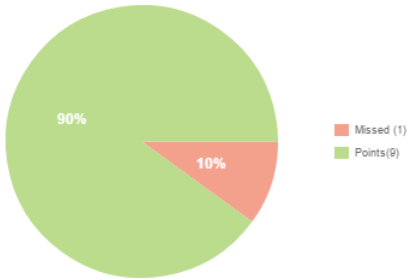
Problem Solving

Exam Results: Problem Solving [Print Results](#)

Subject: Angela Reed
Completed: 10/20/2014
Skillset: Advia
Requirement: Problem Solving


NOT PASSED





Correct Questions	9
Scorable Questions	10
Earned Points	9 (90%)
Points to Pass	10 (100%)
Possible Points	10

3. Click Back to Results



Problem Solving

Sections

- Problem Solving
- Missed Questions

Results

Correct Questions: 9

Scorable Questions: 10

Earned Points: 9

Possible Points: 10

[Back to Results](#) [Request Retake](#)

Problem Solving Angela Reed ⚠ Not Passed

Question 1 ✓

What does "precision" measure in the clinical laboratory?

- a) the closeness of a test result to its true value
- b) reproducibility
- c) precision is not a measured parameter in the laboratory
- d) variance between test runs

ANSWER: b) reproducibility

1 of 1 Point(s) [Report a Problem](#)

Question 2 ✓

Quality control for a Follicle Stimulating Hormone assay has been trending down below the mean for the last ten days. What is this called in reference to Westgard Rules and what is the appropriate action?

- a) 2-2s rule, no further action required
- b) 10X rule, calibrate the assay and repeat QC
- c) 1-3s rule, calibrate the assay and repeat QC
- d) 10X rule, bring this to the supervisor's attention for problem solving

ANSWER: b) 10X rule, calibrate the assay and repeat QC

1 of 1 Point(s) [Report a Problem](#)

4. Click to **Missed Questions**.

Problem Solving

Exam Results: Problem Solving [Print Results](#)

Subject: Angela Reed
Completed: 10/20/2014
Skillset: Advia
Requirement: Problem Solving

NOT PASSED

[Missed Questions](#) [Review Exam](#) [Request Retake](#)

90% Missed (1) Points(9)

10%

Correct Questions	9
Scorable Questions	10
Earned Points	9 (90%)
Points to Pass	10 (100%)
Possible Points	10

4. Click to **Back to Results**.

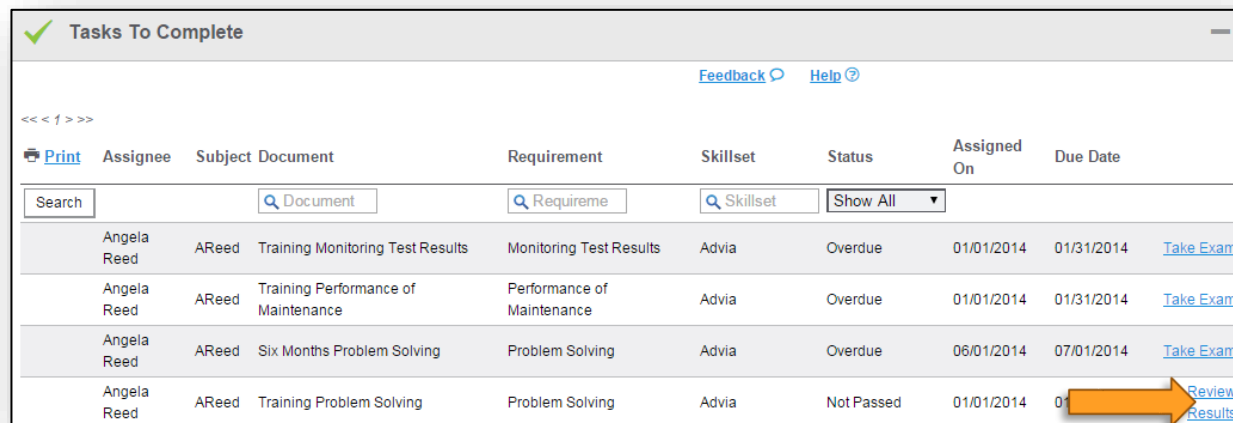
The screenshot displays the 'Problem Solving' interface. At the top, the title 'Problem Solving' is shown with a logo. Below the title, the user's name 'Angela Reed' and the status 'Not Passed' are visible. The interface is divided into several sections:

- Sections:** A list of sections including 'Problem Solving' and 'Missed Questions'.
- Results:** A section showing 'Missed Questions' with a count of '1'. It includes two buttons: 'Back to Results' and 'Request Retake'.
- Question 10:** A question box with a light blue header. The question text is: 'A patient with no previous history is forward typing as group A and reverse typing as group O. What is the most likely explanation for this typing discrepancy?'. The options are:
 - a) presence of a cold agglutinin
 - b) there is no typing discrepancy in this example, results are as expected
 - c) patient has hemolytic anemia
 - d) presence of anti-A1 antibodyThe correct answer is indicated as 'ANSWER: d) presence of anti-A1 antibody'. The score for this question is '0 of 1 Point(s)'. A 'Report a Problem' link is located at the bottom right of the question box.

5 | Requesting Assessment Retake

Requesting Assessment Retake

1. Click [Review Results](#).



The screenshot shows a 'Tasks To Complete' window with a table of tasks. The table has columns for Assignee, Subject Document, Requirement, Skillset, Status, Assigned On, and Due Date. The last row, for Angela Reed with a 'Not Passed' status, has a 'Review Results' link highlighted by an orange arrow.

Assignee	Subject Document	Requirement	Skillset	Status	Assigned On	Due Date	
Angela Reed	AReed Training Monitoring Test Results	Monitoring Test Results	Advia	Overdue	01/01/2014	01/31/2014	Take Exam
Angela Reed	AReed Training Performance of Maintenance	Performance of Maintenance	Advia	Overdue	01/01/2014	01/31/2014	Take Exam
Angela Reed	AReed Six Months Problem Solving	Problem Solving	Advia	Overdue	06/01/2014	07/01/2014	Take Exam
Angela Reed	AReed Training Problem Solving	Problem Solving	Advia	Not Passed	01/01/2014	01/31/2014	Review Results

2. Click **Request Retake**.

Problem Solving

Exam Results: Problem Solving [Print Results](#)

Subject: Angela Reed
Completed: 10/20/2014
Skillset: Advia
Requirement: Problem Solving

NOT PASSED

Missed Questions Request Retake

90%

10%

- Missed (1)
- Points(9)

Correct Questions
9

Scorable Questions
10

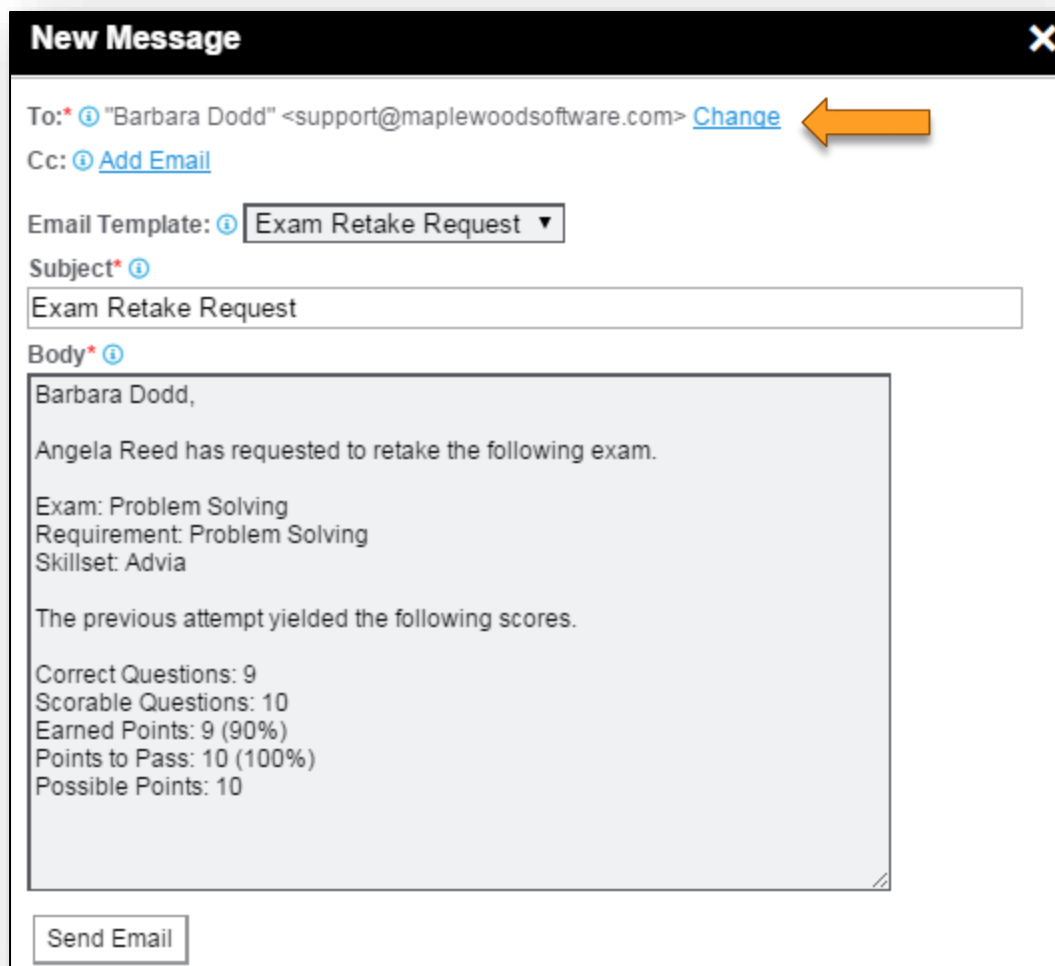
Earned Points
9 (90%)

Points to Pass
10 (100%)

Possible Points
10

3. Click [Change](#).

Note: It is only necessary to select [Change](#) if the recipient is not the desired supervisor/manager.



New Message [X]

To:* ⓘ "Barbara Dodd" <support@maplewoodsoftware.com> [Change](#) ←

Cc: ⓘ [Add Email](#)

Email Template: ⓘ Exam Retake Request ▾

Subject* ⓘ
Exam Retake Request

Body* ⓘ

Barbara Dodd,

Angela Reed has requested to retake the following exam.

Exam: Problem Solving
Requirement: Problem Solving
Skillset: Advia

The previous attempt yielded the following scores.

Correct Questions: 9
Scorable Questions: 10
Earned Points: 9 (90%)
Points to Pass: 10 (100%)
Possible Points: 10

4. Begin typing a supervisor/manager name within **Full Name** field.

5. Select supervisor/manager name from auto-complete below **Full Name**.

6. Click **Save Changes**.

Add Email [X]

Full Name ⓘ
bar
Barbara Dodd
Login Id ⓘ
[]

Save Changes

Add Email [X]

Full Name ⓘ
Barbara Dodd

Full Name: Barbara Dodd
Login Id: bdodd
Email
Address: support@maplewoodsoftware.com
Department: Laboratory
Job Title: [not set]
Hire Date: 11/26/2011

Login Id ⓘ
[]

Save Changes Reset Search

7. Click **Save Changes**.

New Message ✕

To:* [📧 "Barbara Dodd" <support@maplewoodsoftware.com>](#) [Change](#)

Cc: [📧 Add Email](#)

Email Template: [📧](#) Exam Retake Request ▾

Subject* [📧](#)

Exam Retake Request

Body* [📧](#)

Barbara Dodd,

Angela Reed has requested to retake the following exam.

Exam: Problem Solving
Requirement: Problem Solving
Skillset: Advia

The previous attempt yielded the following scores.

Correct Questions: 9
Scorable Questions: 10
Earned Points: 9 (90%)
Points to Pass: 10 (100%)
Possible Points: 10

[➔ Send Email](#)

6 | Printing Assessment Results

Printing Assessment Results

1. Click [Review Results](#).

Tasks To Complete

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

<<< 1 >>>

[Print](#)

Assignee	Subject Document	Requirement	Skillset	Status	Assigned On	Due Date	
Angela Reed	AReed Training Monitoring Test Results	Monitoring Test Results	Advia	Complete	01/01/2014	01/31/2014	Review Results
Angela Reed	AReed Training Performance of Maintenance	Performance of Maintenance	Advia	Overdue	01/01/2014	01/31/2014	Take Exam
Angela Reed	AReed Six Months Problem Solving	Problem Solving	Advia	Overdue	06/01/2014	07/01/2014	Take Exam
Angela Reed	AReed Training Problem Solving	Problem Solving	Advia	Not Passed	01/01/2014	01/31/2014	Review Results

2. Click [Print Results](#).

Monitoring Test Results

Exam Results: Monitoring Test Results [Print Results](#)

Subject: Angela Reed
Completed: 10/20/2014
Skillset: Advia
Requirement: Monitoring Test Results

PASSED

Missed Questions | Review Exam

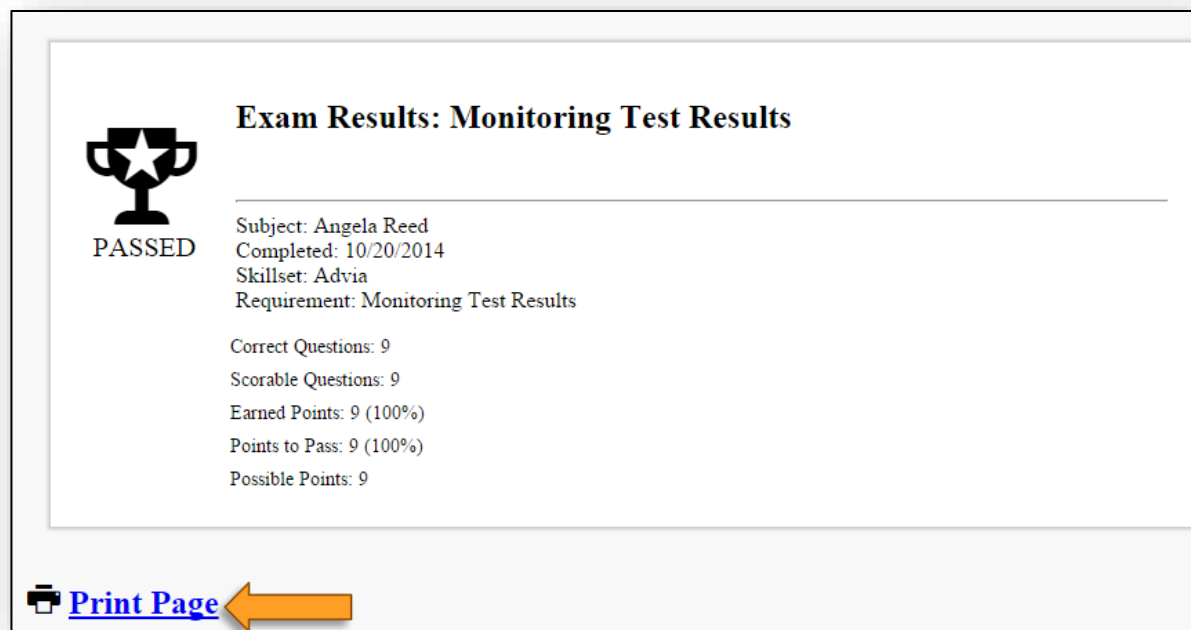
100%

Correct Questions: 9
Scorable Questions: 9
Earned Points: 9 (100%)
Points to Pass: 9 (100%)
Possible Points: 9


Legend: Missed (0) (Red), Points(9) (Green)

3. Click [Print Page](#).

Note: This will send the print job to your local print manager.




Exam Results: Monitoring Test Results


PASSED

Subject: Angela Reed
Completed: 10/20/2014
Skillset: Advia
Requirement: Monitoring Test Results

Correct Questions: 9
Scorable Questions: 9
Earned Points: 9 (100%)
Points to Pass: 9 (100%)
Possible Points: 9

 [Print Page](#) 