

Setup View – Browse Skillsets Perspective

Requirement Setup

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

- **Add Requirements to Skillset**
- **Remove Requirements from Skillset**

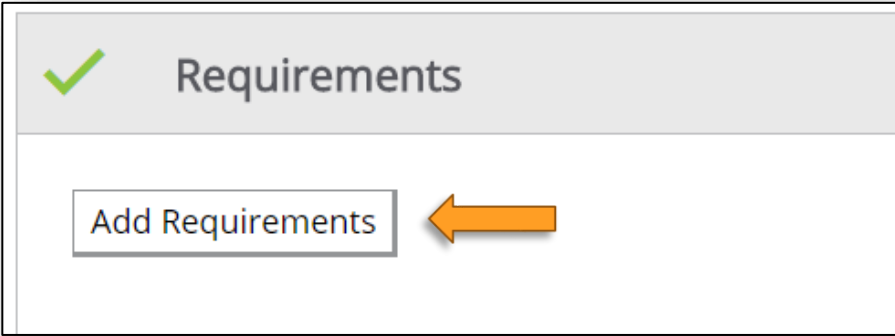
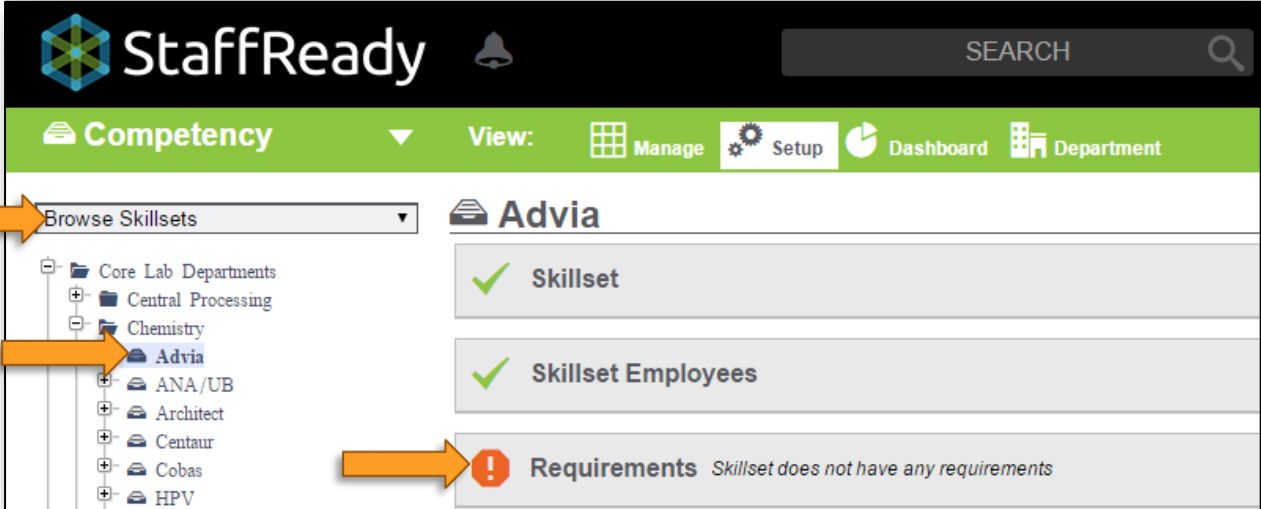
✓
Requirements
Feedback Help Audit

↕ Requirement	↕ Assignment	↕ Assignee	↕ Folder	
■ Direct Observation	Specific time window*	Qualified Personnel*	CLIA Competency Requirement	<input style="border: 1px solid #ccc; padding: 2px 5px;" type="button" value="Remove"/>
■ Monitoring Test Results	Specific time window*	Qualified Personnel*	CLIA Competency Requirement	<input style="border: 1px solid #ccc; padding: 2px 5px;" type="button" value="Remove"/>
■ Performance of Maintenance	Specific time window*	Qualified Personnel*	CLIA Competency Requirement	<input style="border: 1px solid #ccc; padding: 2px 5px;" type="button" value="Remove"/>
■ Problem Solving	Specific time window	Employee*	CLIA Competency Requirement	<input style="border: 1px solid #ccc; padding: 2px 5px;" type="button" value="Remove"/>
■ Proficiency Testing	Specific time window	Qualified - Employee*	CLIA Competency Requirement	<input style="border: 1px solid #ccc; padding: 2px 5px;" type="button" value="Remove"/>
■ Record Review	Specific time window*	Qualified Personnel*	CLIA Competency Requirement	<input style="border: 1px solid #ccc; padding: 2px 5px;" type="button" value="Remove"/>

1 | Add Requirements


Add Requirements

- 1. Select **Browse Skillsets** perspective.
- 2. Select a **Skillset**.
- 3. Open **Requirements** colorbar.
- 4. Click **Add Requirements**.



5. Click [Select Folder](#).

Choose Requirement Folder

Click a destination folder	Requirements	
[-] Requirements (Root)	0	Select Folder
[-] CLIA Requirements	6	 Select Folder
[-] FDA Requirements	0	Select Folder
[-] OSHA Requirements	0	Select Folder
[-] State Requirements	0	Select Folder


6. Click **Add**.

Requirements

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Add Requirements

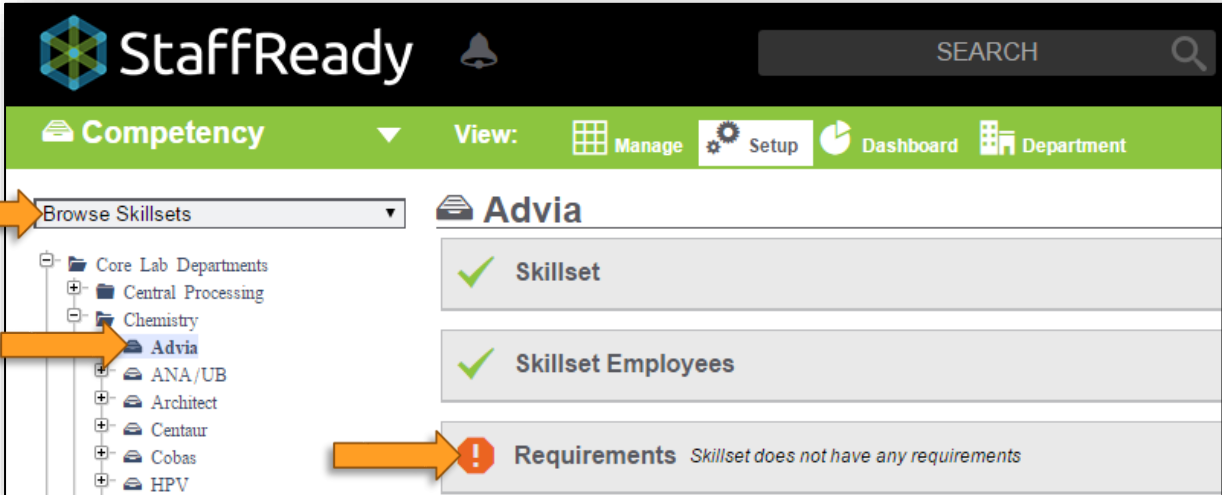
Nursing Annual License Req. ✕

Requirement	Assignment	Assignee	Folder	
56FD	[not set]	[not set]	Nursing Annual License Req.	 Add
ACLS Annual Renewal	[not set]	[not set]	Nursing Annual License Req.	Add
BLS Annual Renewal	[not set]	[not set]	Nursing Annual License Req.	Add
Direct Observation	Specific time window*	Qualified Personnel*	CLIA Competency Requirement	Remove
Monitoring Test Results	Specific time window*	Qualified Personnel*	CLIA Competency Requirement	Remove
NRP Annual Renewal	[not set]	[not set]	Nursing Annual License Req.	Add
OPL	[not set]	[not set]	Nursing Annual License Req.	Add
PALS Annual Renewal	[not set]	[not set]	Nursing Annual License Req.	Add
Performance of Maintenance	Specific time window*	Qualified Personnel*	CLIA Competency Requirement	Remove

2 | Remove Requirements

Remove Requirements

- 1. Select **Browse Skillsets** perspective.
- 2. Select a **Skillset**.
- 3. Open **Requirements** colorbar.



4. Click **Remove**.

The screenshot shows a 'Requirements' window with a table of items. The table has columns for Requirement, Assignment, Assignee, and Folder. Each row has an 'Add' or 'Remove' button. An orange arrow points to the 'Remove' button for the 'Direct Observation' requirement.

Requirement	Assignment	Assignee	Folder	Action
56FD	[not set]	[not set]	Nursing Annual License Req.	Add
ACLS Annual Renewal	[not set]	[not set]	Nursing Annual License Req.	Add
BLS Annual Renewal	[not set]	[not set]	Nursing Annual License Req.	Add
Direct Observation	Specific time window*	Qualified Personnel*	CLIA Competency Requ	Remove
Monitoring Test Results	Specific time window*	Qualified Personnel*	CLIA Competency Requirement	Remove
NRP Annual Renewal	[not set]	[not set]	Nursing Annual License Req.	Add
OPL	[not set]	[not set]	Nursing Annual License Req.	Add
PALS Annual Renewal	[not set]	[not set]	Nursing Annual License Req.	Add
Performance of Maintenance	Specific time window*	Qualified Personnel*	CLIA Competency Requirement	Remove