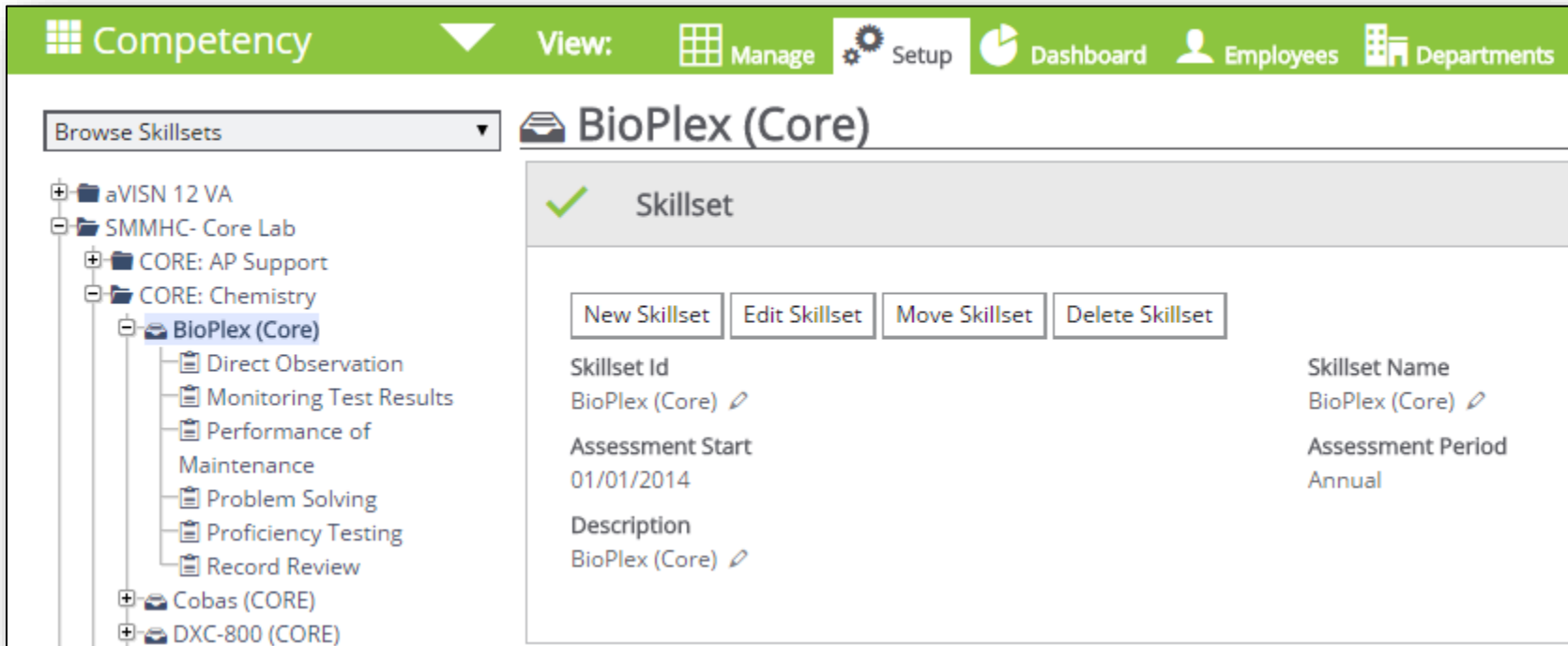


Setup View – Browse Skillsets Perspective

Skillset Setup

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

- Skillset Creation
- Clone Skillset
- Edit Skillset
- Move Skillset






The screenshot displays the StaffReady interface for managing skillsets. The top navigation bar is green and contains the following elements: a grid icon, the word "Competency", a dropdown arrow, the text "View:", a grid icon labeled "Manage", a gear icon labeled "Setup", a pie chart icon labeled "Dashboard", a person icon labeled "Employees", and a building icon labeled "Departments".

Below the navigation bar, there is a "Browse Skillsets" dropdown menu and a breadcrumb path "BioPlex (Core)".

On the left side, a tree view shows the following structure:

- ⊕ aVISN 12 VA
- ⊖ SMMHC- Core Lab
 - ⊕ CORE: AP Support
 - ⊖ CORE: Chemistry
 - ⊖ BioPlex (Core)
 - Direct Observation
 - Monitoring Test Results
 - Performance of Maintenance
 - Problem Solving
 - Proficiency Testing
 - Record Review
 - ⊕ Cobas (CORE)
 - ⊕ DXC-800 (CORE)

The main content area is titled "Skillset" with a green checkmark icon. It contains four buttons: "New Skillset", "Edit Skillset", "Move Skillset", and "Delete Skillset". Below these buttons, the following details are displayed:

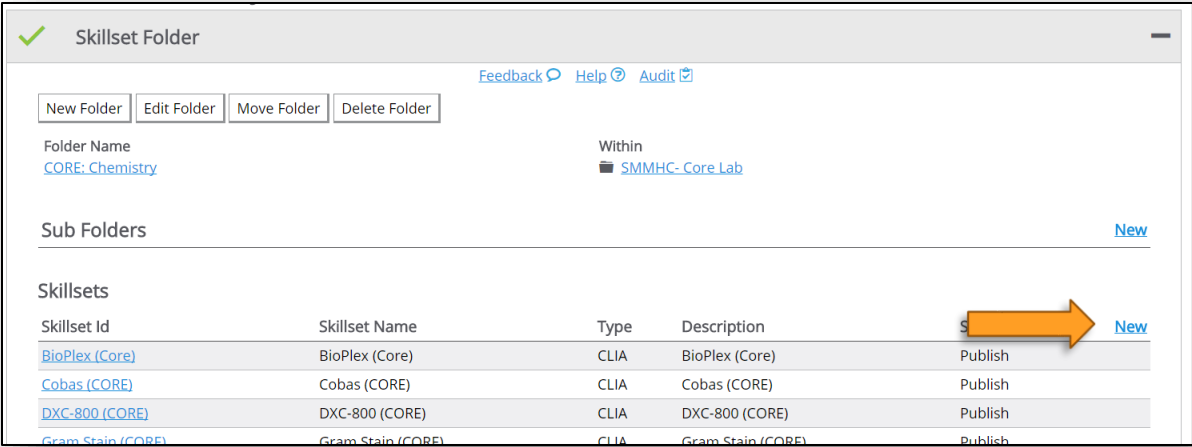
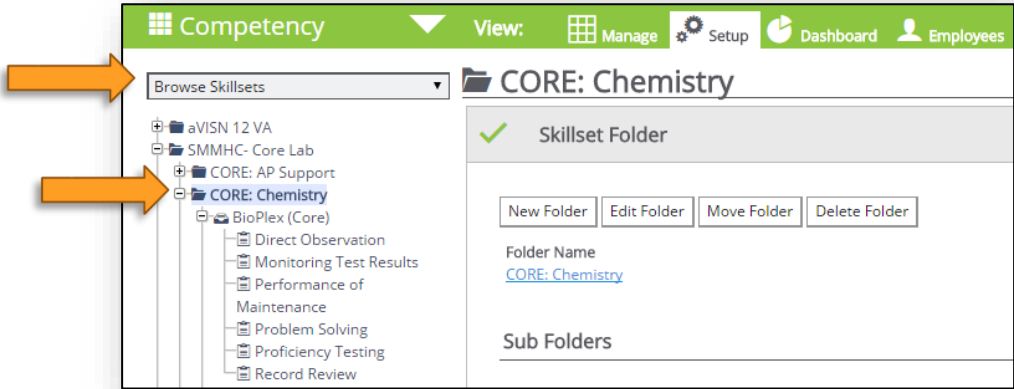
Skillset Id	BioPlex (Core) 	Skillset Name	BioPlex (Core) 
Assessment Start	01/01/2014	Assessment Period	Annual
Description	BioPlex (Core) 		

1 | Skillset Creation

A skillset is synonymous with a test system or assay. Skillsets can also be utilized for training, acknowledgment, and other operational processes requiring documentation, workflows, scheduled assignment, task management, reporting, and electronic sign-off.

Skillset Creation

- 1. Select **Browse Skillsets** perspective.
- 2. Select a **Skillset Folder**.
- 3. Click [New](#) (within **Skillsets** table).



4. **Skillset Type:** (Must match requirement type)

- The **CLIA** skillset type means that new hires will receive training, six month, and one year assessments and recurring thereafter

- The **Working Task** skillset is useful for assignments that need to be completed in a recurring manner, and do not need to meet **CLIA** requirements for new hire assessments.

- The **One-time** skillset is useful for assignments that only need to be completed once, and do not need to meet **CLIA** requirements for new hire assessments.

	Recur Types	New Hire Assignments	Assignment Windows
CLIA*	Annual only	Yes	Skillset Start Date, Specific Window
One-time	None	No	Skillset Start Date, Specific Window
Working Task	Monthly, Quarterly, Semi-annually, Annually, Biennially	No	Skillset Start Date, Specific Window

5. Enter **Skillset Id**.

6. Enter **Skillset Name**.

7. Enter **Assessment Start** should be 01/01/yyyy for the year competencies are to be assigned.

8. Enter **Description**.

9. Click **Save Changes**.

The screenshot shows a 'New Skillset' form with the following fields and values:

- Skillset Type***: CLIA (dropdown menu)
- Skillset Id***: (empty text box)
- Assessment Start***: 01/01/2016 (calendar icon)
- Repeat***: Annual (dropdown menu)
- Skillset Name**: (empty text box)
- Folder**: CORE: Chemistry [change](#)
- Description**: (empty text area)
- Save Changes**: (button)

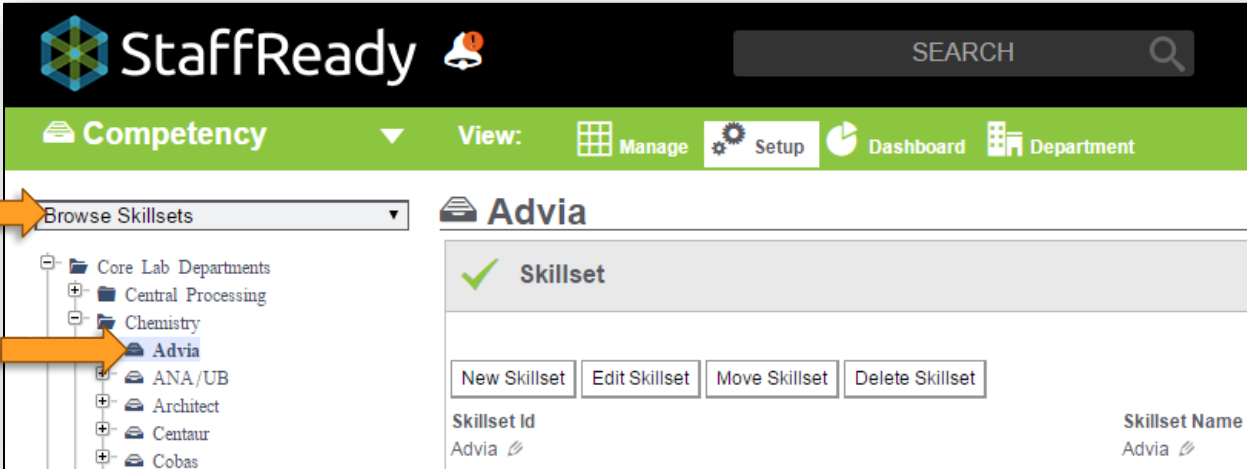
2 | Clone Skillset

Clone Skillset

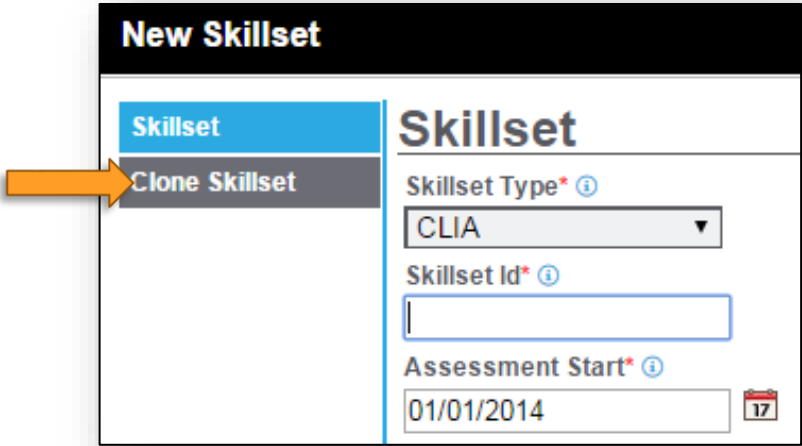
1. Select **Browse Skillsets** perspective.

2. Select a **Skillset**.

3. Click **New Skillset**.



4. Click **Clone Skillset**.



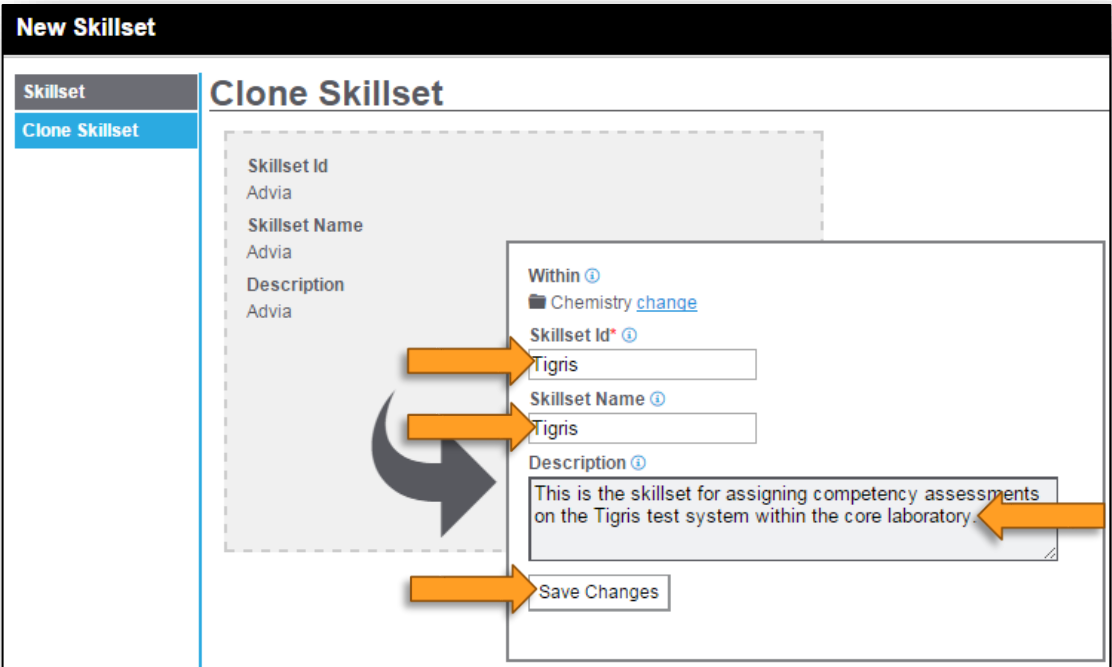
5. Enter **Skillset Id**.

6. Enter **Skillset Name**.

7. Enter **Description**.

8. Click **Save Changes**.

Note: Only click [change](#) if a different parent (**Within**) folder needs to be selected.



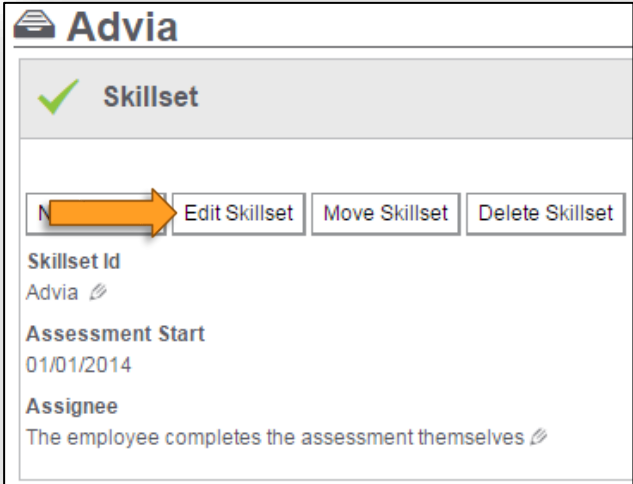
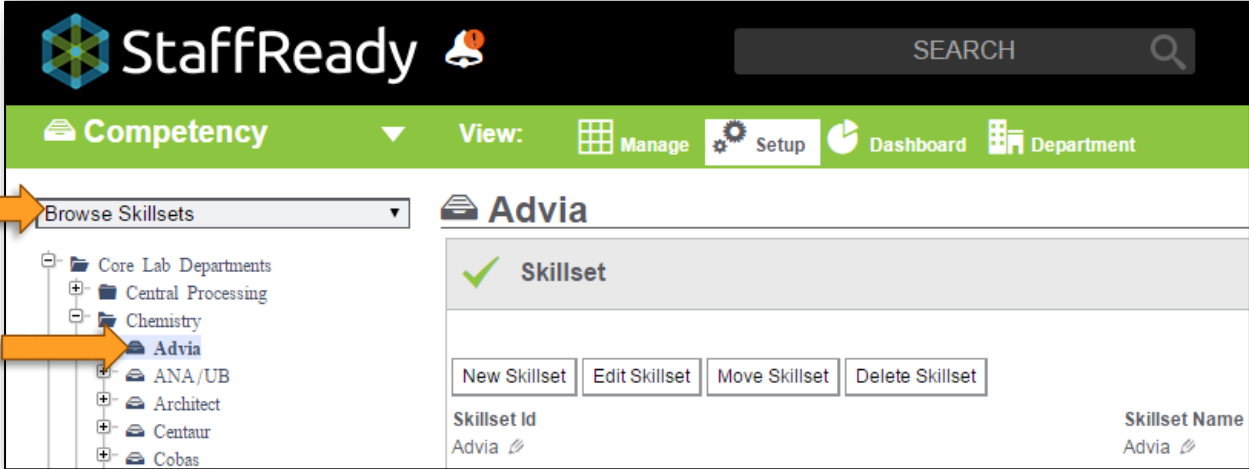
3 | Edit Skillset

Edit Skillset

1. Select **Browse Skillsets** perspective.

2. Select a **Skillset Folder**.

3. Click **Edit Skillset**.



- 4. Edit **Skillset Id.**
- 5. Edit **Skillset Name.**
- 6. Edit **Description.**
- 7. Click **Save Changes.**



Edit Skillset

Skillset Id* Skillset Name Folder change"/>

Description

Note: Only click [change](#) if a different parent (**Within**) folder needs to be selected.

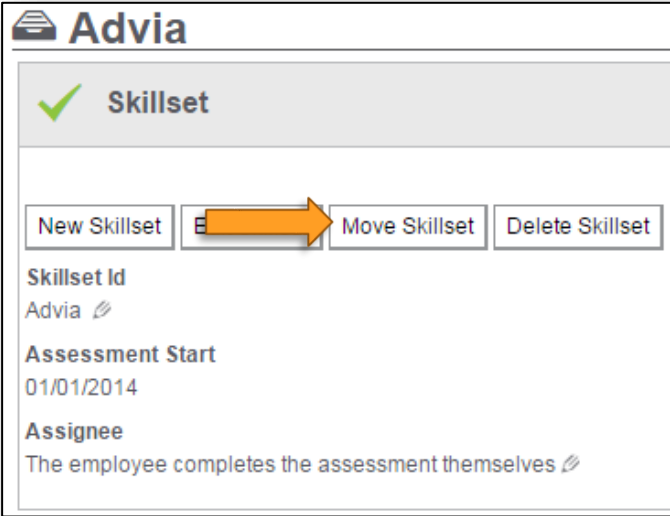
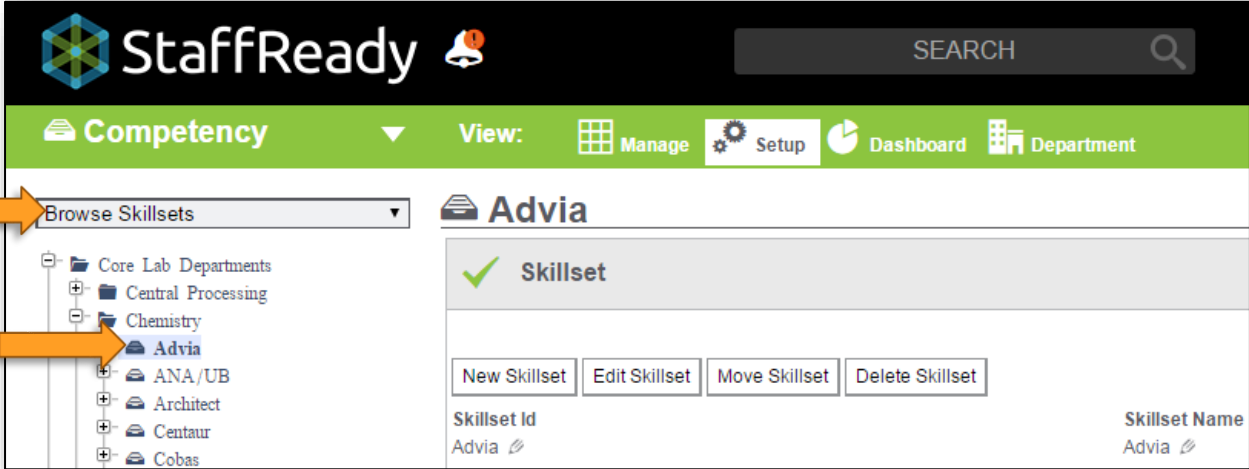
4 | Move Skillset

Move Skillset

1. Select **Browse Skillsets** perspective.

2. Select a **Skillset**.

3. Click **Move Skillset**.



4. Click [Select Folder](#).

Move Skillset

Current Selection: Chemistry > Advia

Click a destination folder

- Skillsets (Root) [Select Folder](#)
- Core Lab Departments [Select Folder](#)
 - Central Processing [Select Folder](#)
 - Chemistry* [Select Folder](#)
 - Cytology [Select Folder](#)
 - Hematology [Select Folder](#)
 - Histology [Select Folder](#)
 - Microbiology [Select Folder](#)
 - Specimen Collection [Select Folder](#)
 - Urinalysis [Select Folder](#)