			Standard Work Sheet

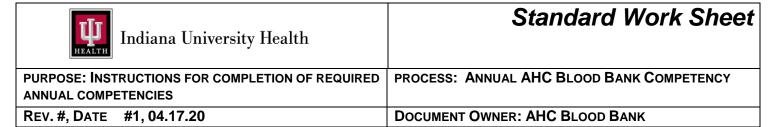**Indiana University Health**

PURPOSE: INSTRUCTIONS FOR COMPLETION OF REQUIRED ANNUAL COMPETENCIES	PROCESS: ANNUAL AHC BLOOD BANK COMPETENCY
REV. #, DATE #1, 04.17.20	DOCUMENT OWNER: AHC BLOOD BANK

Step	Description:	Key Point / Image / Reason	Who	Time
Note:	Only applies to AHC BB staff who have completed their initial, six month and 12 month competencies prior to Dec 31, 2019.			
Note:	New Hires after 01.01.20, refer to Standard Work " Instructions for Completion of Initial, 6 month and 12 month Competency"			
1	Each staff member has a competency folder. Locate the competency folder Click on labdocs (\\labd03) (S:) Open Folder: Competency-System Open Folder: AHC Blood Bank Open Folder for your current shift Open Folder with your name Open Excel Document Name.2020 AHC BB Competency	Each shift has a designated folder. Each staff member has a designated folder. Each staff member has their own Excel competency form. The Excel form is available online and a paper copy is not necessary. Competency completion will be documented electronically and maintained on line. All dates, scores, initials and signatures will be electronic. No physical signatures are necessary.	All BB staff	NA
2	In the Excel document, open the BB Comp Schedule. Determine from the schedule the competency currently due.	The schedule is updated on an annual basis. Many of the competencies have multiple months to complete the required competency task. Reminders of the schedule will be emailed and updated in huddles. At the end of the scheduled time, it is the BB staff's responsibility to complete the assigned competency. Competency documents are reviewed by BB Management on a regular schedule. If the BB staff member has not completed assigned tasks per the established schedule, then this will be considered a performance issue for the applicable BB staff member.	All BB Staff	NA

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![IU Health logo] Indiana University Health		

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3	Using the designated Competency Job Aids, found in PolicyStat, complete the scheduled competency. Document the completion of the competency in the designated tab of the Excel document. The tabs are color-coded with the established schedule.	Please only complete the competency per the assigned schedule. BB Management is able to review the completion of the competency, so no notification to BB Management is necessary when the competency is completed.	All BB Staff	NA
4	Electronic documentation should be completed by the Evaluator on the Team members Excel Competency Worksheet. **Click SAVE:** each time documentation is entered on form so data is not lost.	Please complete electronic documentation promptly at completion of the task. For non-observed tasks (section 3 and/or 5), it is ok to locate proof of task within the current year. *Show proof of task to an Evaluator for completion of electronic documentation. *Previous Documentation can be found at Riley BB in Monthly QC Records.	All BB Staff	NA
5	As part of the competency, a Survey Monkey link or MTS Problem Solving Quiz will be available. An email with the link to the quiz will be provided by BB Management. **Click SAVE:** each time documentation is entered on form so data is not lost.	The competency quiz must be passed with a score of >80%. The supervisor will review the Problem Solving Quiz completion and complete the applicable Competency form Colum #6 for each staff member.	All BB Staff and BB Management	NA
6	When all the tabs of the BB staff member's Competency form are completed, then the BB staff member should complete the Signature Page with the e-signature and date of completion. **Click SAVE:** each time documentation is entered on form so data is not lost.	After Staff member signs Signature page, BB Management will review for completion and document acceptable competence chart. The Technical Supervisor will sign and date the final competency on the form.	All BB Staff , BB Management and BB Technical Supervisor	NA