



PURPOSE: INSTRUCTIONS FOR COMPLETION OF REQUIRED INITIAL, SIX MONTH AND TWELVE MONTH COMPETENCIES

PROCESS: INSTRUCTIONS FOR COMPLETION OF REQUIRED INITIAL, SIX MONTH AND TWELVE MONTH COMPETENCIES

REV. #, DATE #1, 04.17.20

DOCUMENT OWNER: AHC BLOOD BANK

Step	Description:	Key Point / Image / Reason	Who	Time
<p>Note: Only applies to AHC BB staff who were hired after 01.01.20 who have NOT completed their initial, six month and 12 month competencies.</p>				
1	<p>Each staff member has an INITIAL, 6 Month and 12 Month 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 (for example) Name.2020 AHC BB Initial Competency Name.2020 AHC BB Six Month Competency Name.2020 AHC BB 12 Month Competency</p>	<p>Each shift has a designated folder. Each staff member has a designated folder. Each staff member has their own Excel competency form for each of the three required competencies to complete required documentation. 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.</p>	All BB staff	NA
2	<p>In the Excel document, open applicable Excel document for the competency to be completed:</p> <ol style="list-style-type: none"> 1) Initial After the completion of training/training checklist. 2) Six Month 6 months from hire date 3) Twelve Month 12 months from the hire date 	<p>The competencies may be completed after the completion of initial training/when the training checklist (if available) is completed. 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.</p>	All BB Staff	NA



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3	Using the designated Competency Job Aids, found in PolicyStat, complete the scheduled competency.	Initial, 6 month and 12 month do not follow a particular schedule, but should be completed as promptly as possible. 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