

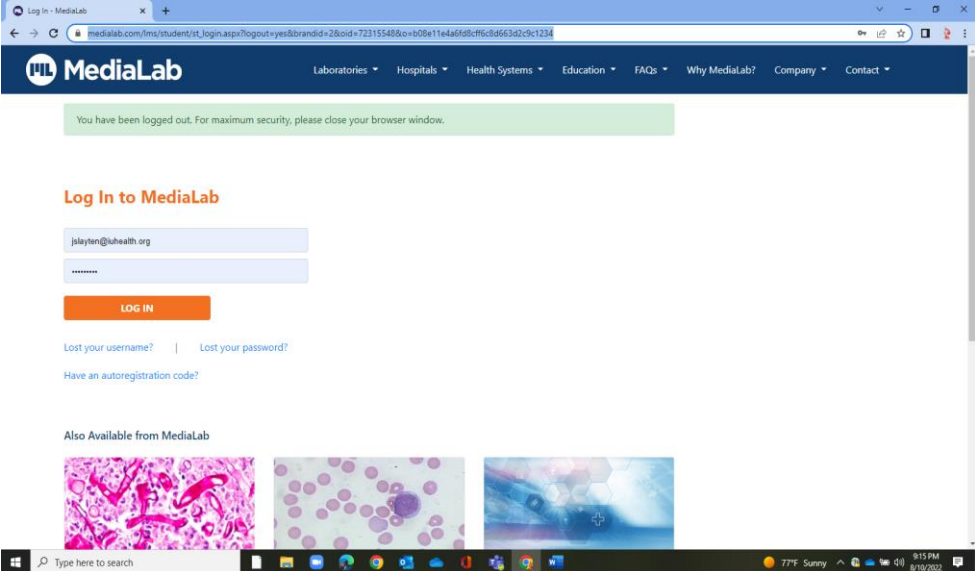
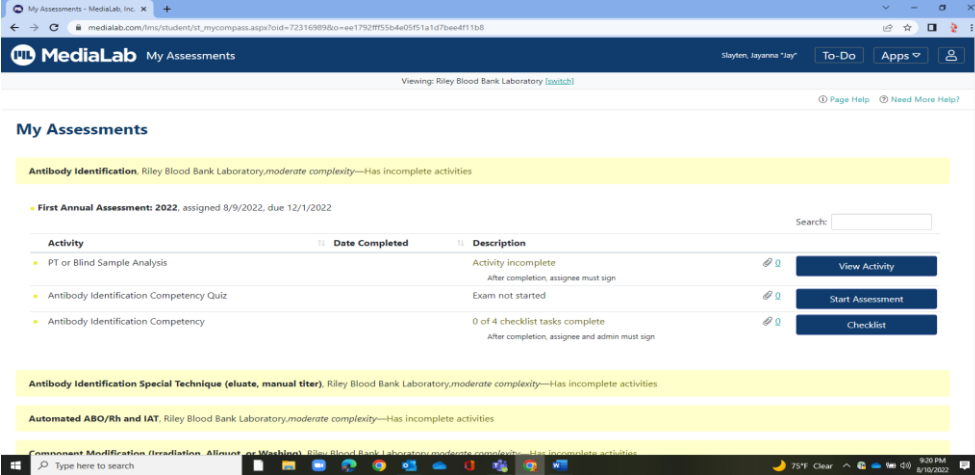


PURPOSE: USE OF MEDIA LAB WEBSITE FOR COMPETENCIES IN THE BLOOD BANK

PROCESS: BLOOD BANK COMPETENCIES WITH MEDIA LAB

REV. #, DATE 1.0, 08.15.22

DOCUMENT OWNER: AHC BLOOD BANK

Step	Description:	Key Details
1	<p>Log into medialab.com</p> 	<p>Log in is set up ahead of time for each BB Team Member.</p> <p>Log in with your User name: IUH Email Password = Set up individually</p> <p>If you forget your password, then go through the reset feature on this page.</p>
2	<p>The landing page for Competencies is called Compass.</p> <p>This page indicates the competencies which are assigned to each person.</p> 	<p>Each person is assigned to either six-months, 12 months or annual competencies.</p>

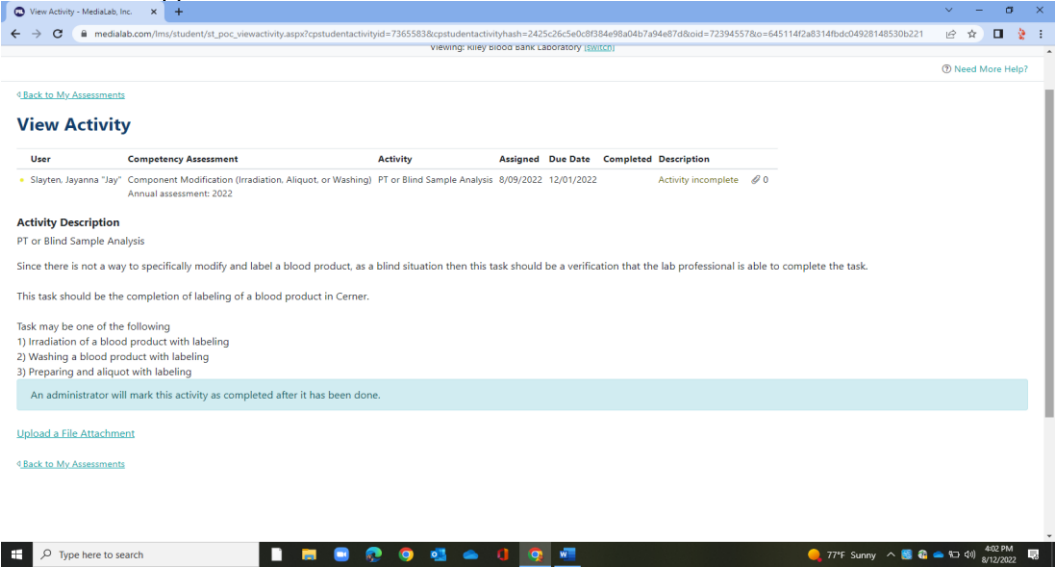


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3	<p>The competencies are composed of the 6 aspects of CLIA Competency broken into three tasks for each assignment.</p> <ol style="list-style-type: none"> 1) PT or Blind Sample Analysis 2) Competency Quiz 3) Competency Checklist <p>My Assessments</p> <p>Antibody Identification, Riley Blood Bank Laboratory, moderate complexity—Has incomplete activities</p> <p>• First Annual Assessment: 2022, assigned 8/9/2022, due 12/1/2022</p> <p>Search: <input type="text"/></p> <table border="1"> <thead> <tr> <th>Activity</th> <th>Date Completed</th> <th>Description</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>PT or Blind Sample Analysis</td> <td></td> <td>Activity incomplete After completion, assignee must sign</td> <td></td> <td>View Activity</td> </tr> <tr> <td>Antibody Identification Competency Quiz</td> <td></td> <td>Exam not started</td> <td></td> <td>Start Assessment</td> </tr> <tr> <td>Antibody Identification Competency</td> <td></td> <td>0 of 4 checklist tasks complete After completion, assignee and admin must sign</td> <td></td> <td>Checklist</td> </tr> </tbody> </table>	Activity	Date Completed	Description			PT or Blind Sample Analysis		Activity incomplete After completion, assignee must sign		View Activity	Antibody Identification Competency Quiz		Exam not started		Start Assessment	Antibody Identification Competency		0 of 4 checklist tasks complete After completion, assignee and admin must sign		Checklist	<p>Each assigned competency is listed</p> <p>If this is an annual competency just the assigned will be included here.</p> <p>If this is a six-month or 12-month they will be listed here based on your hire date in the Blood Bank.</p>
Activity	Date Completed	Description																				
PT or Blind Sample Analysis		Activity incomplete After completion, assignee must sign		View Activity																		
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3a	<p>Definition of PT or Blind Sample</p> <p>- Click on View Activity</p> <p>This screen appears</p> 	<p>This task will be completed with the BB Team Member and the Observer.</p> <p>The Observer will follow the on-screen instructions and complete the sign off for the PT sample of Blind Sample Activity.</p> <p>The lab professional will complete the activity assigned according to the Blood Bank Procedure.</p> <p>This task of the competency meets the CLIA requirement for BLIND sample testing or verification of PT assessment.</p>																				

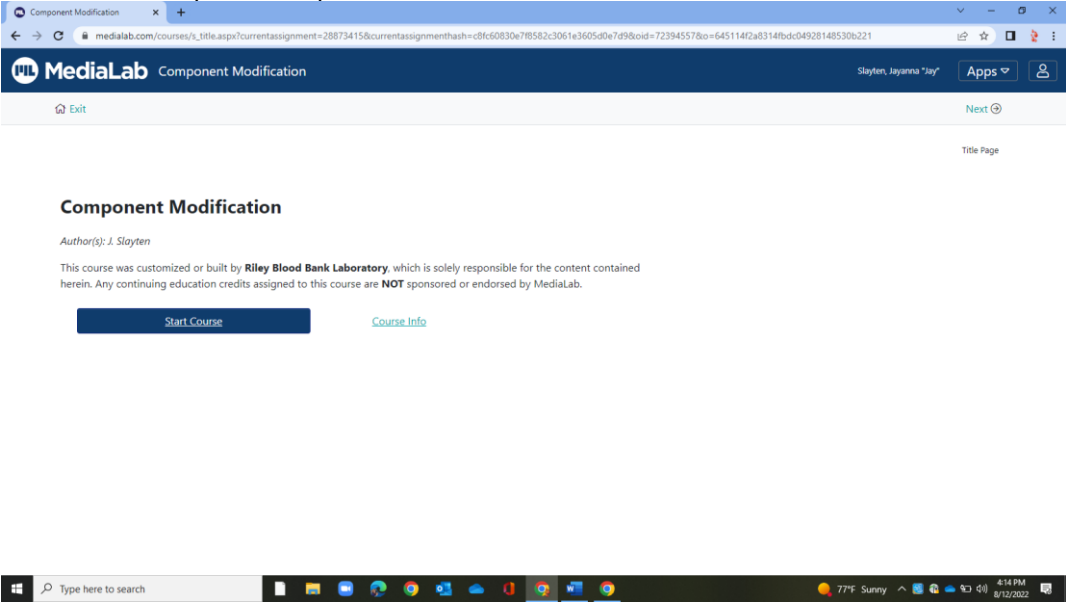


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3b	<p>Definition of Competency Quiz</p> <ul style="list-style-type: none"> - Quizzes may be taken independently after they are assigned. - You have 2 chances to pass the assessment. - The pass rate is >80%. - If you don't pass, then the supervisor will assign remediation and the quiz will be re-taken afterwards. <p>To access the quiz</p> <ul style="list-style-type: none"> - Click on Start Assessment from the My Assessment Page Second button on the right, listed under each assessment. <p>This screen will open Click on Start Course Follow the Prompts to complete.</p> 	<p>Any quiz assigned may be take when it's available.</p> <p>Some quizzes must be graded, but most will yield an immediate score.</p> <p>The quiz meets the CLIA requirement of verification of Knowledge of the Task.</p>

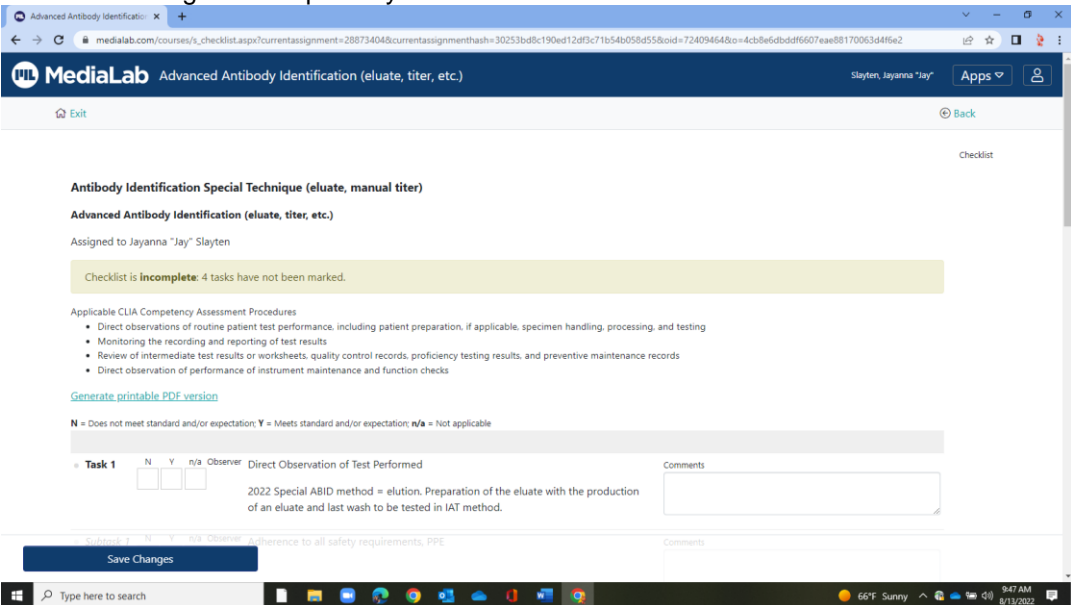


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3c	<p>Definition of Competency Checklist</p> <ul style="list-style-type: none"> This the observation of the assigned task. The observation of the task is completed by the Observer. All tasks have an observation to ensure the lab professional is following the Blood Bank SOP. Click on Checklist to start the observed competency. <p>When accessing the Competency Checklist</p> 	<p>For the 6 aspects of CLIA competency, this Checklist addresses 4 of the 6 requirements.</p> <p>This includes</p> <ol style="list-style-type: none"> 1) Observation of task 2) Observation of Maintenance 3) Completion of documentation or results electronically or manually 4) Completion of QC or applicable quality step <p>All four tasks in this step of competency must all be signed off for the checklist to be completed.</p>
4	<p>As competencies are completed, then the list of items in your "To Do" tasks reduces. A lab professional is complete with assigned competencies when all assigned tasks are no longer in the "to do" tasks.</p> <p>Initial competencies are documented with the training checklists and do not require a competency task in MediaLab.</p> <p>Competencies are assigned</p> <ul style="list-style-type: none"> Six-month 12-month Annual Review, after the initial 12 months of training 	<p>When competencies are due, then the lab professional will receive email notifications.</p>