

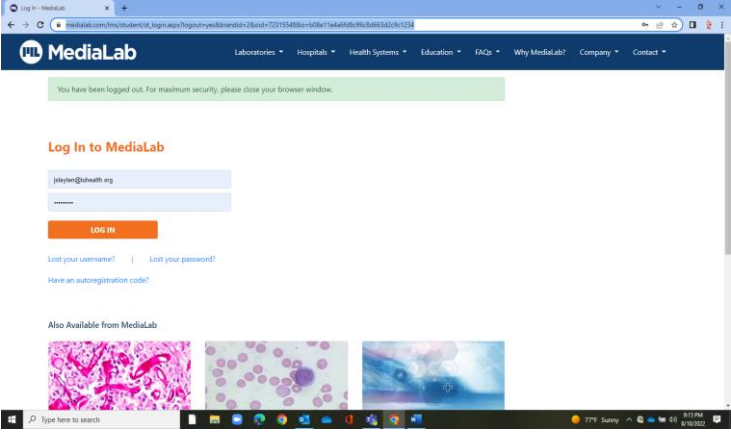
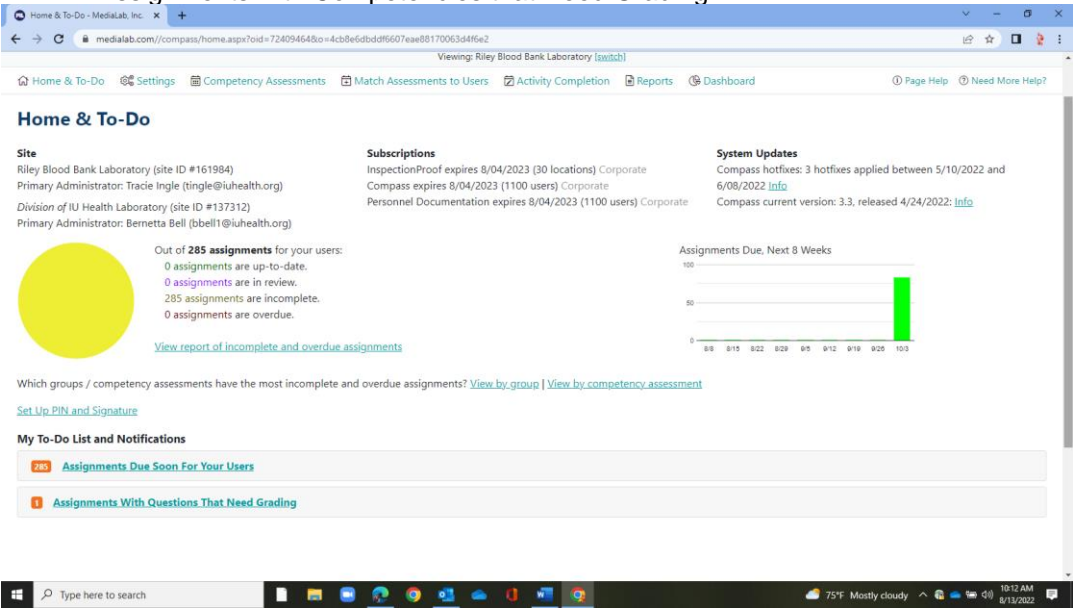


PURPOSE: USE OF MEDIA LAB WEBSITE COMPASS SOFTWARE - OBSERVER INSTRUCTIONS

PROCESS: COMPLETING BLOOD BANK COMPETENCIES WITH THE OBSERVER

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>As an observer, you have access to all blood bank competencies for all BB lab professionals. This includes six-month, 12-month and annual.</p> <ul style="list-style-type: none"> This page indicates the competencies which are assigned to each person. The “My to Do List and Notifications” at the bottom of the screen will indicate: your assessments due and those assigned to you as an Observer. <p>Observers have access to</p> <ul style="list-style-type: none"> Assignments Due for Your Users Assignments with Competencies that Need Grading 	<p>As an observer, you will receive emails whenever new competencies are assigned or if competencies need graded.</p> <p>Any of the observers may complete the grading of assignments or the completion of the competencies in MediaLab.</p>

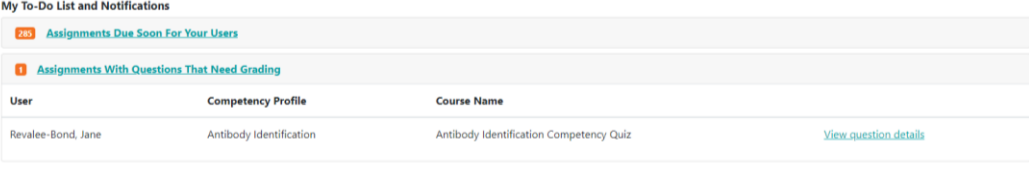
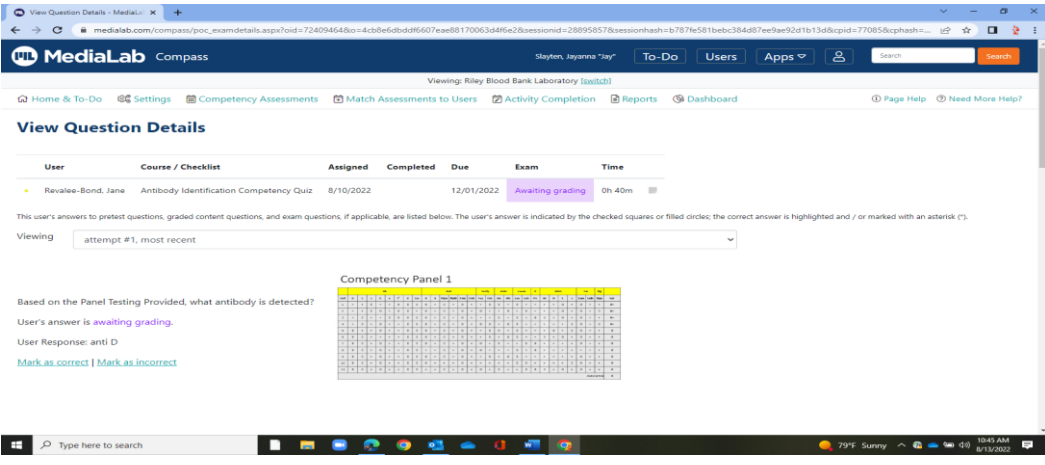
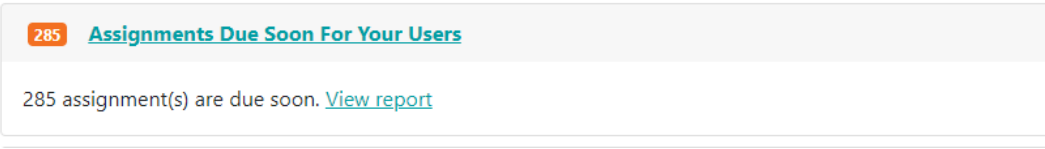


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Step	Description:	Key Details
3	<p>To complete - Assignments with Competencies that Need Grading This is where we grade a quiz.</p> <p>If an assignment needs grading it will show below:</p>  <p>Open the assignment and grade by clicking on View Question Details.</p> <p>Grade by toggling as Correct or Not Correct on left side of screen. When all are marked, there is <u>not</u> a “save button,” but just exit the screen.</p> <p>As long as all the questions are graded then it will complete the assignment for the lab professional.</p> 	<p>Any observer may grade any quiz.</p> <p>If a key is needed, then please contact the BB QA Coordinator for the quiz key.</p>
4	<p>Completing “Assignments Due Soon for Users”</p> <ul style="list-style-type: none"> - Click on Assignments Due Soon for Users - Click on View Report <p>My To-Do List and Notifications</p>  <p>Then click on Details to the right side, to start any of the lab professional’s competencies.</p>	<p>Only the observer has access to these tasks</p> <p>All observers can complete any assigned competency in Medialab.</p>

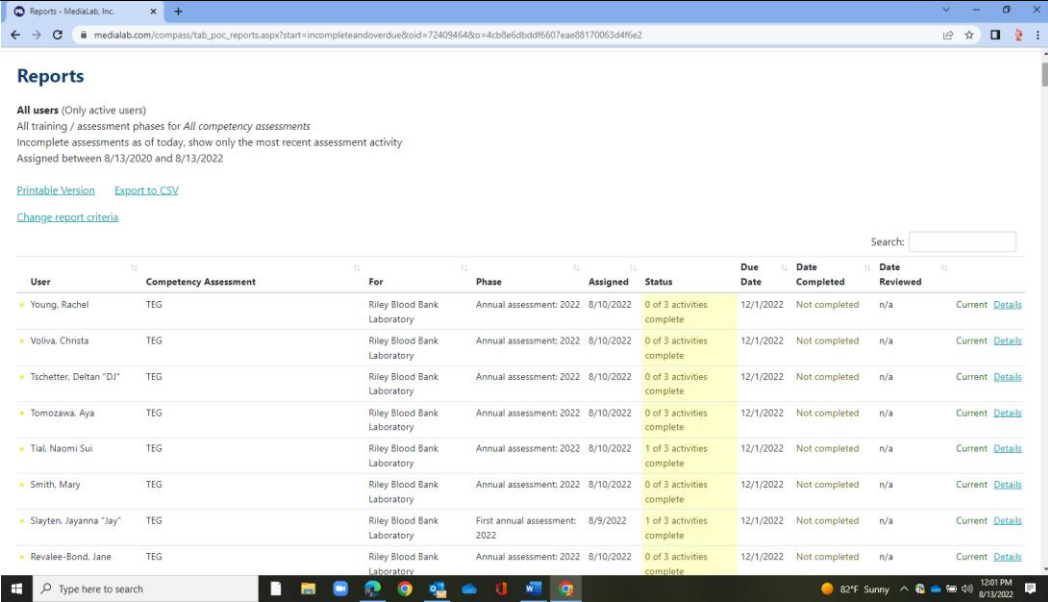
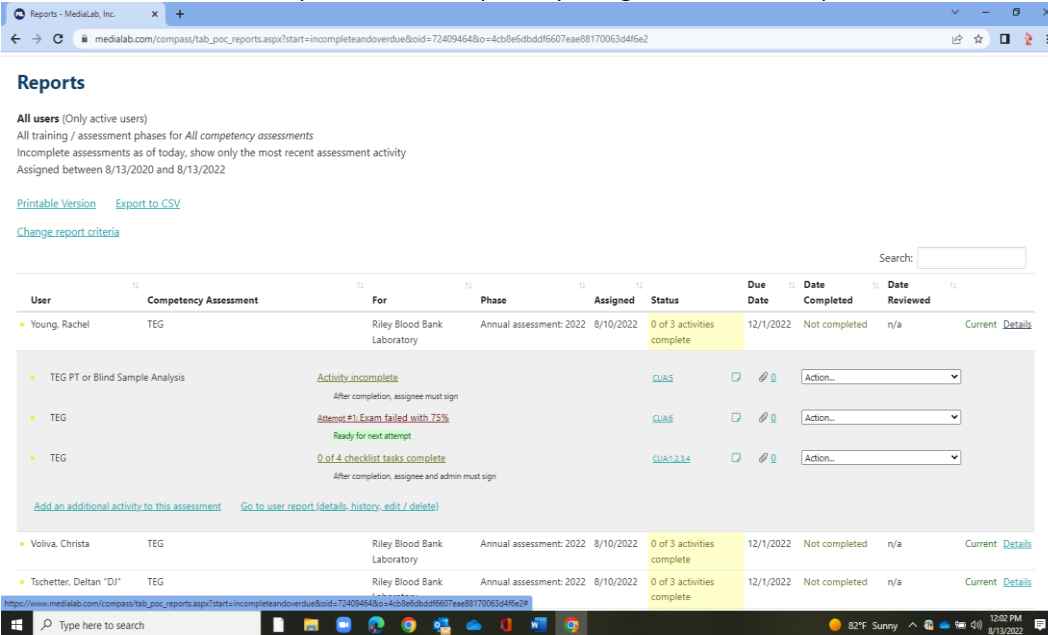


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Step	Description:	Key Details
	 <p>In this screen: The three aspects of the competency being evaluated will expand.</p> 	



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Step	Description:	Key Details
	<p>The assigned Blind Sample, Quiz and Checklists can be accessed by clicking in the middle of the screen</p> <p>Blind Sample Click on Incomplete Assignment – it will take you to the blind</p> <p>Checklists Click on 0 of 4 checklist tasks complete it will take you to the checklist</p> <div data-bbox="155 646 935 1052" style="background-color: #f0f0f0; padding: 10px;"> <p><u>Activity incomplete</u></p> <p>After completion, assignee must sign</p> <p><u>Exam passed with 100%</u></p> <p><u>0 of 4 checklist tasks complete</u></p> <p>After completion, assignee and admin must sign</p> </div> <p>After each task is completed, the observer can come back to each task and use the dropdown on the left for completion documentation and/or to make other annotations on the lab professionals task.</p> <div data-bbox="155 1230 857 1610" style="background-color: #f0f0f0; padding: 10px;"> <div data-bbox="224 1276 654 1556" style="border: 1px solid #ccc; padding: 5px;"> <div style="border-bottom: 1px solid #ccc; padding: 2px;">Action... ▾</div> <div style="background-color: #e0e0e0; padding: 2px;">Action...</div> <div style="padding: 2px;">Mark Complete</div> <div style="padding: 2px;">Mark In Progress</div> <div style="padding: 2px;">Mark Unsatisfactory</div> <div style="padding: 2px;">Skip Activity</div> <div style="padding: 2px;">View / Add Notes</div> <div style="padding: 2px;">View History</div> </div> </div>	

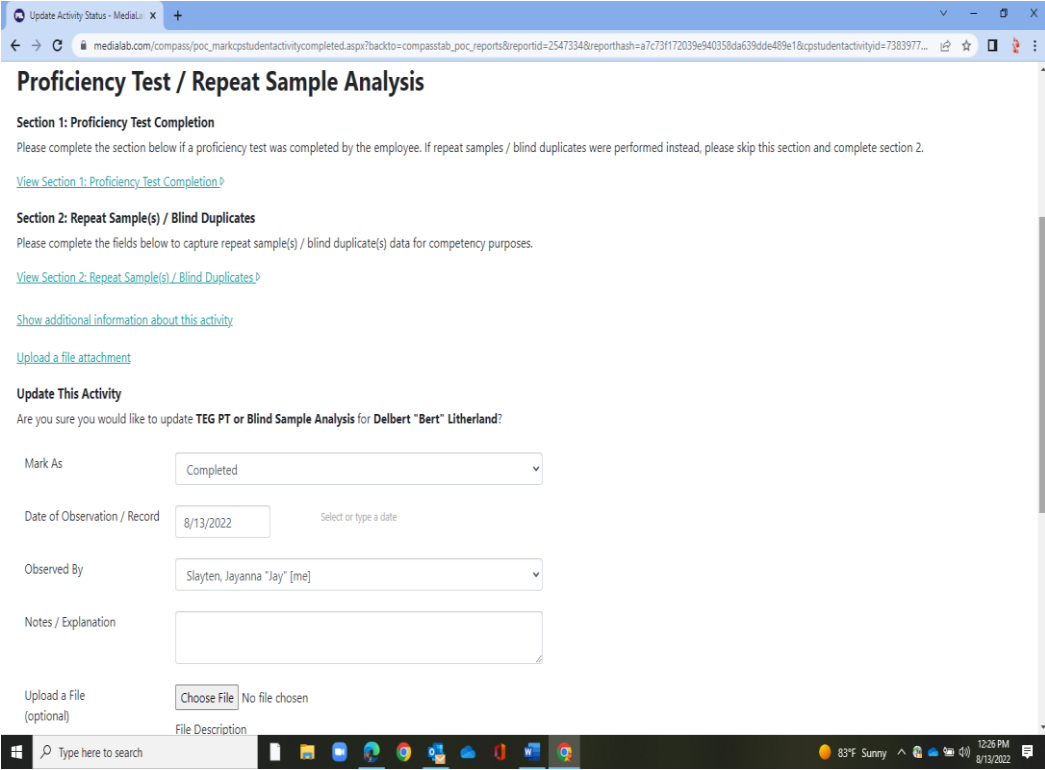


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Step	Description:	Key Details
4a	<p>How to complete the Blind Sample</p> <ul style="list-style-type: none"> - Follow the instructions on the screen for the completion of Blind Sample Mark as completed, and document - For PT testing An attachment of the PT test result(s) is required to be uploaded into MediaLab. - For Blind samples <ul style="list-style-type: none"> - the observer may include the accession number of the sample tested in the notes section - (or) the observer uses sample(s) without an accession for the blind sample, then the documentation of the lab professionals testing should be upload into Media Lab with a comment in the notes section describing what is uploaded. 	<p>Documentation of the Blind testing can be completed using the NOTES box for repeat testing, but we would prefer a scan documentation for PT sample testing.</p> <p>Examples of uploaded documents include: Analyzer print outs, Miscellaneous forms, or Antigrams.</p>

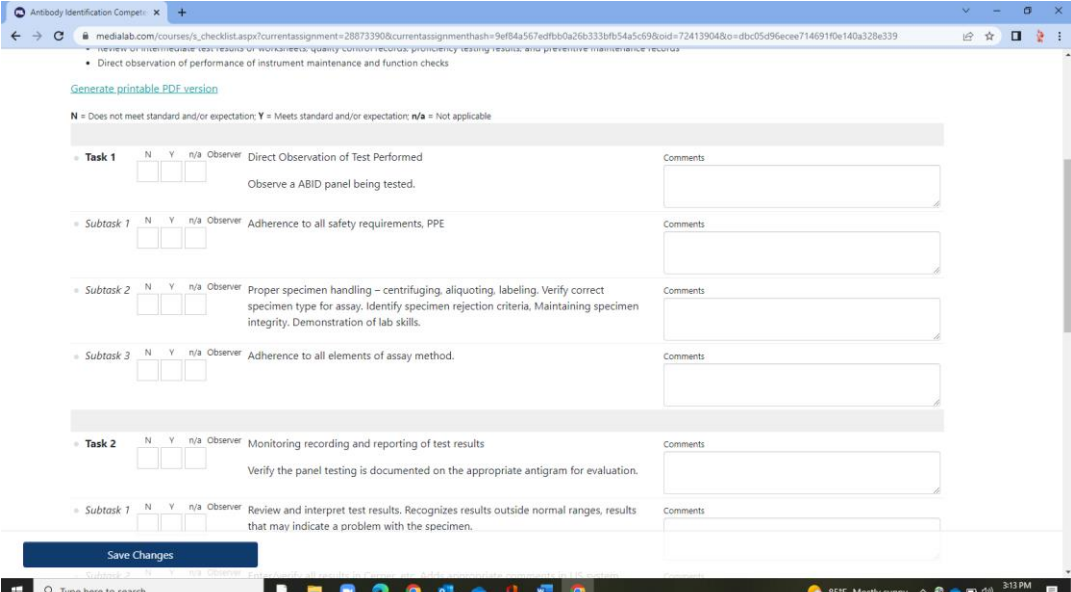


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4b	<p>How to complete the Checklist</p> <p>For each checklist, the observer must answer the task and subtasks. The Observer answers as</p> <ul style="list-style-type: none"> - Yes - No - NA - Add any comments required. A good rule of thumb is if one toggles NA, then add a comment why its marked as NA. <p>Y = Meets standard and/or expectation N = Does not meet standard and/or expectation; ; n/a = Not applicable</p> <p>Any TASK toggled as NO, YES or NA, will answer all the subtasks.</p> <p>Any TASK or SUBTASK toggled as NO, will fail the competency. This will require remediation, and re-assessment.</p> <p>When all TASKS are complete, and the Save Changes at the bottom is toggled, then the checklist requirement is complete.</p> 	<p>A checklist may be completed over many days or in one scheduled event.</p> <p>As long as the Save Changes is clicked at the bottom, then the observer may come back to the task to complete.</p>



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5	<p>Any lab professional who requires remediation and repeat assessment will need to review with the supervisor. The supervisor should complete the remediation and document in medialab appropriately.</p>	<p>Observers who are not supervisors should communicate with the supervisor of the lab professional for next actions.</p>
6	<p>Completion of the competency.</p> <p>When all three</p> <ol style="list-style-type: none"> 1) Blind 2) Quiz 3) Checklist <p>Are completed, then the competency is completed for the team member.</p>	<p>As competencies are completed the list of due items continues to be reduced.</p> <p>For annual assessments, most team members complete their competencies and are done for the year.</p> <p>New trainees will have their competencies scheduled and based on their start date.</p>