

PURPOSE: USE OF MEDIA LAB WEBSITE COMPASS SOFTWARE - OBSERVER INSTRUCTIONS REV. #, DATE 1.0, 08.15.22 PROCESS: COMPLETING BLOOD BANK COMPETENCIES WITH THE OBSERVER

Step	Description:	Key Details
1	Log into medialab.com	Log in is set up ahead of time for each BB Team Member. Log in with your User name: IUH Email Password = Set up individually
	Alto Available from MediaLab	If you forget your password, then go through the reset feature on this page.
2	<ul> <li>As an observer, you have access to all blood bank competencies for all BB lab professionals. This includes six-month, 12-month and annual.</li> <li>This page indicates the competencies which are assigned to each person.</li> <li>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.</li> <li>Observers have access to <ul> <li>Assignments Due for Your Users</li> <li>Assignments with Competencies that Need Grading</li> </ul> </li> </ul>	As an observer, you will receive emails whenever new competencies are assigned or if competencies need graded.
		may complete the
		grading of assignments or the completion of the competencies in MediaLab.



To complete This is where	complete - Assignments with Competencies that Need Grading nis is where we grade a quiz.					
If an assignm My To-Do List and Notifica	If an assignment needs grading it will show below:, My To-Do List and Notifications					
283 Assignments Due S	ioon For Your Users			the BB QA		
Assignments With Qu	uestions That Need Grading			Coordinator for		
User	Competency Profile	Course Name		quiz key.		
Revalee-Bond, Jane	Antibody Identification	Antibody Identification Competency Quiz	<u>View question details</u>			
Open the assig	nment and grade by o	clicking on <mark>View Question Deta</mark> Correct on left side of screen.	<mark>ils.</mark>			
When all are n	narked, there <u>is not</u> a	"save button, " but just exit th	e screen.			
As long as all t	he questions are grad	ed then it will complete the as	signment for the lab			
professional.						
<ul> <li>♥ View Question Details - Mediala ×</li> <li>← → ♥ ■ medialab.com/c</li> </ul>	+ compass/poc_exam.details.aspx?oid=72409464&o=4cb8e6	dbddf6607eae88170063d4f6e2&sessionid=28895857&sessionhash=b787fe581b	v – ø ebc384d87ee9ae92d1b13d&cpid=77085&cphash= 년 ☆ 🗖 👔	× 1		
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යා Home & To-Do දේ Settin	ngs 📾 Competency Assessments 🗊 Match As	Viewing: Riley Blood Bank Laboratory (switch) sessments to Users 🖉 Activity Completion 🖻 Reports 🔇 Dashb	oard ① Page Help ⑦ Need More Help	2		
View Question D	etails					
User Cou	rse / Checklist Assigned C	completed Due Exam Time				
Revalee-Bond, Jane Anti	body Identification Competency Quiz 8/10/2022	12/01/2022 Awaiting grading 0h 40m				
This user's answers to pretest question Viewing attempt #1, mos	rs, graded content questions, and exam questions, if applicable, st recent	are listed below. The user's answer is indicated by the checked squares or filled circles; t	e correct answer is highlighted and / or marked with an asterisk (*).			
	Compete	ncy Panel 1				
Based on the Panel Testing Pro	wided, what antibody is detected?					
User's answer is awaiting gradi User Response: anti D	ing.	1       1 <td1< td="">       1       1</td1<>				
Mark as correct   Mark as incor	rrect = 1 = 1 = 1 = 1 = 1 = 1 = 1 = 1 = 1 =	-         -				
P Type here to search		0 <u>4</u> - 1 <del>4</del> 9	🧶 79ºF Sunny 🖍 🚳 🛥 🐜 40 8/18/3022			
Completing "/	Assignments Due So	oon for Users"		Only the observer		
- Click - Click	on Assignments Du on View Report	e Soon for Users		access to these ta		
My To-Do Li	st and Notifications			All observers ca complete any assi		
285 <u>Assi</u>	gnments Due Soon For	Your Users		competency ir Medialab		
285 assignr	ment(s) are due soon. <u>Vie</u> v	<u>w report</u>		modulab.		
1 <del></del>	Details to the right	cide to start any of the lab r	reference l'a competenci	00		



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Change report criteria							Search:			
User	Competency Assessment	For	Phase Assis	ned Status	Due :	Date	Date			
Young, Rachel	TEG	Riley Blood Bank	Annual assessment: 2022 8/10,	2022 0 of 3 activities	12/1/2022	Not completed	n/a	Current Details		
<ul> <li>Voliva, Christa</li> </ul>	TEG	Riley Blood Bank	Annual assessment: 2022 8/10,	complete 2022 0 of 3 activities	12/1/2022	Not completed	n/a	Current Details		
<ul> <li>Tschetter, Deltan "DJ"</li> </ul>	TEG	Laboratory Riley Blood Bank	Annual assessment: 2022 8/10,	complete 2022 0 of 3 activities	12/1/2022	Not completed	n/a	Current Details		
<ul> <li>Tomozawa, Ava</li> </ul>	TEG	Laboratory Riley Blood Bank	Annual assessment: 2022 8/10	complete	12/1/2022	Not completed	n/a	Current Details		
Tel Marci C.	110	Laboratory	Annual assessment 2022 0/10	complete	12/1/2022	Networking		Content Databa		
<ul> <li>Tial, Naomi Sui</li> </ul>	IEG	Kiley Blood Bank Laboratory	Annual assessment: 2022 8/10	complete	12/1/2022	Not completed	n/a	Current Details		
<ul> <li>Smith, Mary</li> </ul>	TEG	Riley Blood Bank Laboratory	Annual assessment: 2022 8/10,	2022 0 of 3 activities complete	12/1/2022	Not completed	n/a	Current Details		
<ul> <li>Slayten, Jayanna *Jay*</li> </ul>	TEG	Riley Blood Bank Laboratory	First annual assessment: 8/9/2 2022	022 1 of 3 activities complete	12/1/2022	Not completed	n/a	Current Details		
<ul> <li>Revalee-Bond, Jane</li> </ul>	TEG	Riley Blood Bank	Annual assessment: 2022 8/10,	2022 0 of 3 activities	12/1/2022	Not completed	n/a	Current Details		
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#### PURPOSE: USE OF MEDIA LAB WEBSITE COMPASS SOFTWARE - OBSERVER INSTRUCTIONS REV. #, DATE 1.0, 08.15.22

### PROCESS: COMPLETING BLOOD BANK COMPETENCIES WITH THE OBSERVER

Step		Description:	Key Details
	The assigned Blind Sar	mple, Quiz and Checklists can be accessed by clicking in the middle of the	
	screen Blind Sample	Click on Incomplete Assignment – it will take you to the blind	
	Checklists	Click on 0 of 4 checklist tasks complete it will take you to the checklist	
	Activity inco	omplete	
	After com	pletion, assignee must sign	
	Exam passed	<u>d with 100%</u>	
	0 of 4 check	list tasks complete	
	After com	pletion, assignee and admin must sign	
	After each task is co dropdown on the left the lab professionals	ompleted, the observer can come back to each task and use the t for completion documentation and/or to make other annotations on s task.	
	Action Action Mark Complete Mark In Progres Mark Unsatisfac Skip Activity View / Add Not View History	► ss ctory tes	



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<ul> <li>How to complete the Blind Sample</li> <li>Follow the instructions on the screen for the completion of Blind Sample Mark as completed, and document</li> <li>For PT testing <ul> <li>An attachment of the PT test result(s) is required to be uploaded into MediaLab.</li> <li>For Blind samples <ul> <li>the observer may include the accession number of the sample tested in the notes section</li> <li>(or) the observer uses sample(s) without an accession for the blind sample tested in the notes section</li> <li>(or) the observer uses sample(s) without an accession for the blind documents into the lab professionals testing should be uploaded documents</li> </ul> </li> </ul></li></ul>	Step	Description:	Key Details
An attachment of the PT test result(s) is required to be uploaded into MediaLab. For Blind samples - 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 MediaLab with a comment in the notes section describing what is uploaded. Proficiency Test / Repeat Sample Analysis Sate in the documentation of the digitate exerces the sate is the store and one and occumentation or Antigrams. Proficiency Test / Repeat Sample Analysis Sate in the document in the motes section describing what is uploaded. Was after 2 whether a complete bit for the sate of the store and ongets extend. Was after 2 whether and the store and	4a	<ul> <li>How to complete the Blind Sample</li> <li>Follow the instructions on the screen for the completion of Blind Sample Mark as completed, and document</li> <li>For PT testing</li> </ul>	Documentation of the Blind testing can be completed using the NOTES box for repeat testing, but we
<ul> <li>For Blind samples <ul> <li>the observer may include the accession number of the sample tested in the notes section</li> <li>(or) the observer uses sample(s) without an accession for the blind sample, then the documentation of the lab professionals testing should be upload include: Analyzer print outs, Miscellaneous forms, or Antigrams.</li> </ul> </li> <li>Workstate testing: <ul> <li>Proficiency Test / Repeat Sample Analysis</li> <li>Strate replice to field block to complete propose.</li> <li>Use catcled a block to complete propose</li></ul></li></ul>		An attachment of the PT test result(s) is required to be uploaded into MediaLab.	would prefer a scan documentation for PT
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C C C Construction of the section of the section of the section of the section and complete section a.		<ul> <li>(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.</li> </ul>	uploaded documents include: Analyzer print outs, Miscellaneous forms, or Antigrams.
Proficiency Test / Repeat Sample Analysis   Section 1: Proficiency Test Completion   Please complete the section below if a proficiency test was completed by the employee. If repeat samples / blind duplicates were performed intead, please skip this section and complete section 2.   View Section 1: Proficiency Test Completion   Please complete the back bole to option test was completed by the employee. If repeat samples / blind duplicates) data for competency purposes.   View Section 2: Repeat Sample(s) / Blind Duplicates)   Please complete the fact bole to option test was samples / blind duplicate(s) data for competency purposes.   View Section 2: Repeat Sample(s) / Blind Duplicates)   Socie a file statchnest   Upload a file statchnest   Upload a file		🗧 🔶 C 🔒 medialab.com/compass/poc_markcpstudentactivity.completed.aspx?backto=compasstab_poc_reports&reportid=2547334&reporthash=a7c73f172039e940358da639dde489e1&cpstudentactivityid=7383977 🖄 🖈 🔲 🍹 🗄	
Section 1: Proficiency Test Completion         Please complete the section below if a proficiency test was completed by the employee. If repeat samples / blind duplicates were performed intead, please skip this section and complete section 2.         Verw Section 2: BregetT Sample(j) / Blind Duplicates         Section 2: Repeat Sample(j) / Blind Duplicates         Section 2: Repeat Sample(j) / Blind Duplicates         Verw Section 2: Repeat Sample(j) / Blind Sample Analysis for competency purposes.         Verw Section 2: Repeat Sample(j) / Blind Sample Analysis for Delbert "Bert" Linkehand?         Verw Section 2: Repeat Sample(j) / Blind Sample Analysis for Delbert "Bert" Linkehand?         Mark As       Completed         Observed By       Stayten, Isyanna "Jay" [me]         Notes / Explanation       Stayten, Isyanna "Jay" [me]         Upload a File       Observed By       Stayten, Isyanna "Jay" [me]         Upload a File       Observed By       Explanation         Upload a File       Observed By       Explanation		Proficiency Test / Repeat Sample Analysis	
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View Section 1: Robotiency Lett Completions <sup>3</sup> Section 2: Repeat Sample(s) / Blind Duplicates   Please complete the fields below to capture repeat sample(s) / blind duplicate(s) data for competency purposes.   View Section 2: Repeat Sample(s) / Blind Duplicates   Show additional information about this activity   Upload a file attachment   Upload a file to update TEG PT or Blind Sample Analysis for Delbert "Bert" Litherland?   Mark As   Completed   Date of Observation / Record   Brij 2002   Side or type a date   Observed By   Staptanation   View J. Explanation   Lipidoad a File   (optional)   Topics File   Notes / Explanation   File Description		Please complete the section below if a proficiency test was completed by the employee. If repeat samples / blind duplicates were performed instead, please skip this section and complete section 2.	
Section 2: Repeat Sample(s) / Blind Duplicates > Please complete the fields below to capture repeat sample(s) / blind duplicate(s) data for competency purposes. View Section 2: Repeat Sample(s) / Blind Duplicates > Show additional information about this activity Upload a file Uploa		View Section 1: Profidency Test Completion V	
View Section 2. Repert Sample(s) / Elind Duplicates>   Show additional information about this activity   Upload a file attachment   Update This Activity   Are you sure you would like to update TEG PT or Blind Sample Analysis for Delbert "Bert" Litherland?   Mark As   Completed   Date of Observation / Record   8/13/2022   Stelet or type a date   Observed By   Slayten, Japanna "Jay" (me)   Notes / Explanation   Upload a File   (optional)   File Description		Section 2: Repeat Sample(s) / Blind Duplicates Please complete the fields below to capture repeat sample(s) / blind duplicate(s) data for competency purposes.	
Show additional information about this activity         Upload a File         Upload a File         Observed By       Sayter, Jayanna "Jay" (me]         Notes / Explanation         Upload a File         (ptional)         File Description		View Section 2: Repeat Sample(s) / Blind Duplicates b	
Upload a File   (ptional)		Show additional information about this activity	
Optional of the statistical		Linder Souther intermeter second the second	
Are you sure you would like to update TEG PT or Blind Sample Analysis for Delbert "Bert" Litherland?   Mark As   Date of Observation / Record   8/13/2022   select or type a date   Observed By   Slayten, Jayanna "Jay" [me]   Notes / Explanation   Upload a File   (optional)   File Description			
Mark As Completed   Date of Observation / Record &/13/2022   Slayten, Jayanna "Jay" [me]   Observed By Slayten, Jayanna "Jay" [me]   Notes / Explanation		Are you sure you would like to update TEG PT or Blind Sample Analysis for Delbert "Bert" Litherland?	
Date of Observation / Record 8/13/2022     Select or type a date     Observed By     Slayten, Jayanna "Jay" [me]     Notes / Explanation     Upload a File   (optional)     File Description		Mark As Completed v	
Observed By     Slayten, Jayanna 'Jay' [me]       Notes / Explanation       Upload a File (optional)       File Description		Date of Observation / Record 8/13/2022 Select or type a date	
Notes / Explanation		Observed By Slayten, Jayanna "Jay" [me]	
Upload a File Choose File No file chosen (optional) File Description		Notes / Explanation	
		Upload a File Choose File No file chosen (optional) File Description	



PURPOSE: USE OF MEDIA LAB WEBSITE COMPASS SOFTWARE - OBSERVER INSTRUCTIONS REV. #, DATE 1.0, 08.15.22 PROCESS: COMPLETING BLOOD BANK COMPETENCIES WITH THE OBSERVER

Step	Description:	Key Details
4b	How to complete the Checklist For each checklist, the observer must answer the task and subtasks. The Observer answers as - Yes - No - Add any comments required. A good rule of thumb is if one toggles NA, then add a comment why its marked as NA. Y = Meets standard and/or expectation N = Does not meet standard and/or expectation; r/a = Not applicable Any TASK toggled as NO, YES or NA, will answer all the subtasks. Any TASK or SUBTASK toggled as NO, will fail the competency. This will require remediation, and re-assessment. When all TASKS are complete, and the Save Changes at the bottom is toggled, then the checklist requirement is complete.	A checklist may be completed over many days or in one scheduled event. As long as the Save Changes is clicked at the bottom, then the observer may come back to the task to complete.
	integrity. Demonstration of lab skills.  Subtask 3 N Y n/a Observer Adherence to all elements of assay method. Comments	
	Task 2     N Y n/a Observer Monitoring recording and reporting of test results     Verify the panel testing is documented on the appropriate antigram for evaluation.      Subtask 7 N Y n/a Observer Review and interpret test results. Recognizes results outside normal ranges, results     that may indicate a problem with the specimen.	
	Save Changes           #         P         Type here to search         Image: Change Ch	



PURPOSE: USE OF MEDIA LAB WEBSITE COMPASS SOFTWARE - OBSERVER INSTRUCTIONS REV. #, DATE 1.0, 08.15.22

# PROCESS: COMPLETING BLOOD BANK COMPETENCIES WITH THE OBSERVER

Step	Description:	Key Details
5	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.	Observers who are not supervisors should communicate with the supervisor of the lab professional for next actions.
6	Completion of the competency. When all three 1) Blind 2) Quiz	As competencies are completed the list of due items continues to be reduced.
	3) Checklist Are completed, then the competency is completed for the team member.	For annual assessments, most team members complete their competencies and are done for the year.
		New trainees will have their competencies scheduled and based on their start date.