

# Curio Competency 2026- Qualified Observer Guide



**Impacted Areas** Staff who have been designated by their Medical Directors to be able to sign off on team members competency

## Why this Matters

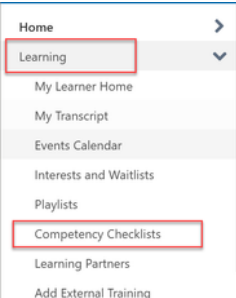
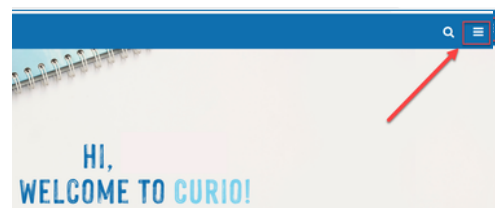
Competency verifies safe, consistent practice and keeps us compliant with CAP/CLIA. We want to make it easier to audit and find.



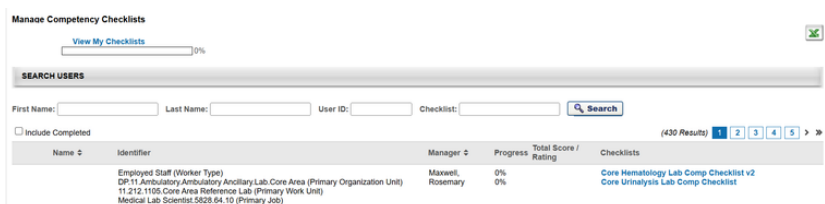
- It is the reviewee's responsibility to notify the Qualified Observer when a competency or element is ready for sign-off.
- Qualified Observers must either physically witness or verify completion to sign off. Verification of completion is not appropriate on any Direct Observation element (#1 & #4)
- Speaking to a process or test is NOT a valid method of evaluation

## To Check Off

- Open Curio
- Click on the hamburger on the upper right of the main screen.

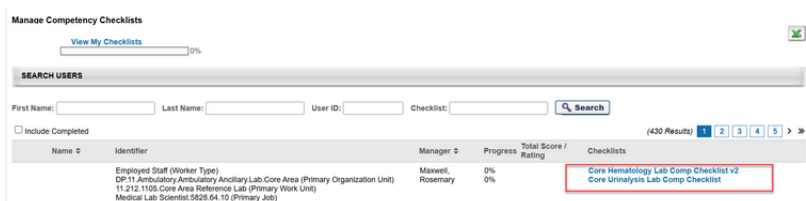


- Select the Learning
- Click on Competency Checklists



- You will be able to see any staff you are authorized to sign off on, and only the competencies you are authorized to sign off on.

- You can either select the staff member you want to sign off or click into the specific checklist you want to view.



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- Select the Checklist you want to review
  - Checklists are broken up by bench
  - You may see an Ad Hoc checklist



Checklists

Checklist Summary

Overall Progress All Competencies

☐ Show Completed

Name

Core Hematology Lab Comp Checklist v2

Core Urinalysis Lab Comp Checklist

Core Hematology Lab Comp Check...

Core Urinalysis Lab Comp Check...

- Before you can sign off on an element, you must first verify that the information is correct and complete.
- Click on the observation notes to view what was included.

## End User Competency Response Template- General

Instructions: Highlight the element needed to document, and right click. Select copy and go back to the previous tab on your browser. Paste the template into your note, and fill in the required information.

### Direct Observation of Test Performance

- SID
- Test Performed
- Date
- Qualified Observer

### Monitor Reporting and Resulting of Test Results

- SID
- Date
- Qualified Observer

## Observation Notes



Show: All

All

Magic Valley Chemistry Osmometer Competency

Magic Valley Chemistry VITROS Dilutions Competency

Magic Valley Chemistry ABL90 Competency

Magic Valley Chemistry Amniotic Competency

Magic Valley Chemistry HFN Competency

Magic Valley Chemistry HIV Rapid Competency

Magic Valley Chemistry MedFox Competency

Magic Valley Chemistry Mono Competency

Magic Valley Chemistry VITROS Body Fluid Competency

Magic Valley Chemistry VITROS Competency

- You can filter the information by selecting the SHOW icon
- Click on the appropriate testing platform to only show the associated notes.

- Verify that all required information has been added for all elements that you choose

Sparks, Alexandra - 1/5/2026 3:59 PM

Direct Observation of Test Performance

SID 123MV4567

Test Performed AST

Date 1/1/26

Qualified Observer Karye Pruitt

+Competencies

« Back

- Hit the back button to return to the sign-off screen.
- Hit the select icon on the appropriate element and choose competent if all requirements have been met.

Magic Valley Chemistry VITROS Competency

Validated By Date Rating

0/5

☐ Direct Observation of Test Performance 1/5/2026 Select

☐ Monitor Reporting and Resulting of Test Results 1/5/2026 Select

☐ Review Intermediate Test Results or Worksheets, QC, and Preventative Maintenance Records 1/5/2026 Select

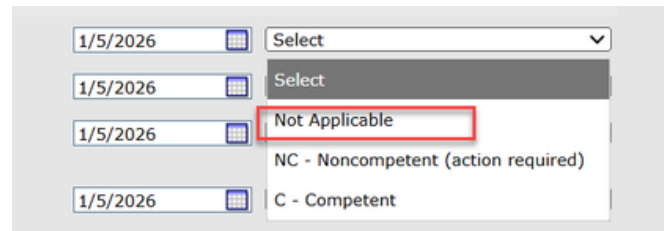
☐ Observe Performance of Instrument Maintenance and Function Checks (Calibration or Maintenance) 1/5/2026 Select

☐ Proficiency Test (PT) / Blind Sample (BS) 1/5/2026 Select

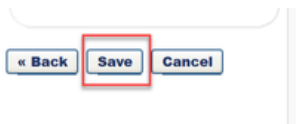
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- There may be some circumstances where a test is included in competency that the user is not required to complete.
- For this situation, change the rating to Not Applicable
- Verify the accuracy of a not applicable with the supervisor or manager prior to signing off.



A screenshot of a web form for competency tracking. It features four rows, each with a date field (all set to 1/5/2026) and a dropdown menu. The first dropdown is set to 'Select'. The second dropdown is open, showing 'Not Applicable' highlighted with a red box. Below the dropdown, the text 'NC - Noncompetent (action required)' and 'C - Competent' are visible.



A screenshot of a form with three buttons: 'Back', 'Save', and 'Cancel'. The 'Save' button is highlighted with a red box.

- When you have finished the elements sign off, ensure you hit save and exit

- When all elements have been completed, the final qualified observer will need to sign the completed competency and submit it to the manager for review.
- If a competency is submitted to the manager in error, it will be returned and will require all qualified observers to refinalize and resubmit.



A screenshot of an 'Electronic Signature' form. It has a 'Signature:' label and a text input field. Below the input field, the 'Sign' button is highlighted with a red box.



Questions? Reach out to Alex Sparks!

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