



## Competencies for COMPASS System

**Employee Name:** \_\_\_\_\_

**Dept:** \_\_\_\_\_

**Employee #:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Purpose:** To determine the COMPASS competency level of each associate who reports to you.

**Instructions:** Managers (or their designees) should place a checkmark next to the corresponding action if the associate needs further practice. Write "NA" if not applicable. Sign at the bottom when competency validated or document the action plan for remedial training until competency is met.

Windows Skills performance expectations for all positions	Needs further practice	Comments
Log into PowerChart		
Change Password		
Search for a Patient		
Open a patient's chart		
Open multiple patient charts (up to 4)		
Find the patient's location (site/floor/room number)		
Navigate to the Patient Information tab		
Print a face sheet		
Find the insurance provider		
Find the patients street address		
Find your name under the Relationship tab		
Who is the Primary Physician		
From the Census History, what was the first location the patient started from		
<b>Additional expectations for clinical positions</b>		

Find a current lab from the Flowsheet		
Change the clinical range (right click the blue bar)		
Find a current Radiology result		
Identify results out of normal range (high, low, critical)		
Open a result to view details, comments, and history		
Identify pending (In Progress) labs		
View the reference range for a result		
View Orders		
View Documents		
View Forms		
Review IVIEW for patient V/S		

**I verify this employee was observed demonstrating the above performance expectations.**

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Educator/Manager Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Action plan for remedial training. (Include mentor and timeline for completion):

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**Action plan completed, competency validated for outstanding performance issues.**