Documenting Orientation Competencies for an Individual Employee (Learner) in Symplr

Step	Details	Illustration
Go to SharePoint	Select Symplr from the online applications menu	Continue to SharePoint Online © 2022 - East Alabama Medical Center
Log in	Username: email (example: Jennifer.terry@eamc.org) Password: network secure password	

When you first log in you will be in performance manager where JDs and PAs that you complete for HR are located. To get to competencies, you will need to navigate to Symplr Learning.	In the top left corner, click on the Symplr box and select the option "Symplr Learning"	symple - My Folder - Employees - symplr Recruiting a Medical Center / Tasks - BLANE C symplr Learning
Choose the Competency tab from the top row or menu bar	Select Learner Validation to validate at the learner level. (Note: you would select competency validation if you are documenting competency validation for multiple learners on a single competency (think skills day or in-service).	Symple My Folder - A My Team Validate Validate Competency Validation Learner Validation BC Assign ATOR I EXI Competency Competency Validation EDUCATION SERVICES 821 at East Alable My Folder - LAIVIC EDUCATION EDUCATION SERVICES 821 at East Alable
Search for Employee (Learner)	Type employee's name in search box	Validate a single learner for multiple competencies Select Learner * bodine * Learner Employeeid Department job Titles I AN BODINE 16295

Select Employee	 After typing employee's name in search box, notice that the Learner's name shows in blue font in the box below 1. Left click once on the employee's name (will turn green) 2. Select Next (blue box). 	Validate a single learner for multiple competencies
Select the competency or competencies you wish to validate. Note that the name of the competency is listed under the heading "competency" The information listed under competency groups is for administrative purposes only	Select only the individual competencies needed at a particular time **OR*** Check the box next to "select all" to select all orientation competencies	Validate a single learner for multiple competencies

After selecting competencies	Click next at bottom of page	Previous Next
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Validate Competencies	Notice the bar at the top, indicating which step you are onwe are in the "validate" step					
			·			
	Select Learner	6. Select Competencies 10	Validate			
	IAN BODINE					
In this example, we only selected one competency, alarm						
fatigue	Alarm Fatigue					
	Available Validation Method(s)	Rating	Validation Date			
	Chart Review	Select a rating 🗸 📄	12/05/2020			
	Demonstration					
	Direct Observation					
	Feedback from Others					
	Reports Simulations					
	□ Verbalization					
	Written Materials					
Document all elements						
of competency	1. Validation Method(s): you can select mo	-	methods that were used)			
validation for this	2. Rating: Select competent, not competen	•••				
particular competency:			. **Remember, all orientation competencies her actual dates of validation that occurred			
			ception—contract staff who are validated over			
Make any needed	2-3 days).					
changes to the						

9/22/2022

individual skills/steps of the competency.	Underneath each competency, there is a skills box. Notice that you can click on the drop- down arrow next to skills to see all of the skills/steps that should be validated by the coach when validating a competency. Whatever validation method, rating, and validation date you selected above at the competency level will also populate for each skill that falls beneath the competency (designed to make competency documentation quicker). However, you may need to make some changes. Encourage your coaches to review each skill when validating competencies and make any needed changes to validation method, rating, and validation date. It is very possible that some of the skills were validated on different days using different validation methods. If the validation method is a training certificate or paper checklist, it can be uploaded as learner evidence.				
	Com	iplete All			
	0	Sets and follows alarm parameters per poli	icy		
		Available Validation Method(s)	Rating	Validation Date	
		Chart Review	Select a rating -	12/05/2020	
		✓ Demonstration			
		✓ Direct Observation			
		Feedback from Others			
		Reports			
		Simulations			
		□ Test			
		□ Verbalization			
		U Written Materials			
		🔉 Comments 🔲 Remedial Actions 🤊	History 💊 Upload Learner Evidence		
		Г			
/22/2022					

If using learner	Select upload learner evidence	Sets and follows alarm parameters per polic	у	
evidence as validation	(blue box at bottom of skill,	Available Validation Method(s)	Rating	Validation Date
method	underneath available validation methods)	Chart Review Demonstration Direct Observation Feedback from Others Reports Simulations Test Verbalization Written Materials	Select a rating -	
	You can either drag and drop files into the box or click once in the box to search for files on your computer and upload	Upload Learner Evidence	istory Upload Learner Evidence	dence.
Add comments, remedial actions or review history, if needed	Make appropriate selection and document accordingly Comments can be used to document Patient MR# If "not competent" was documented, select remedial	Ç Comments ☐ Ren	nedial Actions 🤊 History 🗞 U	pload Learner Evidence

	actions and document accordingly				
Once all fields have been completed, go back to the top of the page	Click on the blue validate button to document/finalize competency validation	NetLearning / Validation lidate a single learner for multiple competencies Select Learner IAN BODINE	select Competencies	1 Validate	Validate * Standards/Directives +
If you have any	Please Contact Lakecia Woody,	Lakecia.woody@eamc.org			
questions	HealthCare Source	334-528-1232			
	COMPETENCY Administrator				