

Skills Checklists - Learner Access

A guide to show Learners how to recognize what a skills checklist is and what is required to complete this type of course. Also, how to access, print, and view the records with results in the Relias LMS

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Title

Skills Checklists - Learner Access

URL Name

DOC-2000

Article Detail

Learner Role - The Skills Checklist Module

This article will explain a Skills Checklist module and the easiest way to recognize its format when viewing assigned courses. This document will also walk through the process for a learner from first accessing the module, completing it with a Supervisor, and ways to pull up the course records in your transcript. If you have any issues with your Skills Checklist, please contact your Administrator or Supervisor for assistance.

What is a Skills Checklist?

This is a module offered by Relias, with its end goal designed to push improvement by identifying gaps in knowledge and demonstrated clinical skills. Clients do not always have to follow checklists containing content solely designed by Relias, however. Organizations can develop their own proprietary content in a way that focuses on the skills and procedures that are fundamental to their own workforce and the needs of the population they serve.

Rather than the traditional lesson and exam format that Relias courses usually follow, the Skills Checklist is exactly that - a list of basic skills needed to successfully complete day to day activities and maintain proper care of those who need care. In front of a designated "observer", the learner will execute the skills listed and will earn either "met" or "not met" for each skill demonstrated.

How can I recognize a Skills Checklist is assigned as part of my current training?

Learners can view any currently assigned Skills Checklists from the Assignments tab. Skills checklist modules are indicated by the unique "Show Details" button to the right of the assigned module title.

The screenshot displays the 'Assignments' page. The left sidebar is titled 'OVERVIEW' and includes links for Home, Assignments (highlighted), Licenses & Certifications, Course Library, Transcript, Rewards, Help, and Policies & Procedures. The main content area is titled 'Assignments' and includes a 'Return to Legacy Assignments Page' link and an 'Add External Training' button. Below the title are tabs for 'All Modules' and 'Training Plans'. A filter bar shows 'All' selected, with other options for 'Overdue', 'Due within 7 days', 'Due within 30 days', and 'Due within 90 days'. A search bar is labeled 'Search Assignments'. The list shows 'Showing 1-10 of 30' items, sorted by 'Due Date'. The first item, 'Measuring Blood Pressure', is highlighted with a red box and has a 'Show Details' button. The second item, 'Crisis Intervention Techniques', has an 'Audio' icon and a 'Start' button. The third item, 'CPR Certification', has a 'Take Now' button. All items have a 'VIEW MORE' link.

After selecting the "Show Details" button, the assessment or checklist is available to review and print if desired by the learner. This printable copy of the assessment gives the learner an opportunity to become familiar with the standards they are expected to complete during the Skills Checklist observation. Along with the assessment form, additional resources are available to review once the course is opened. Included with the list of tasks to be demonstrated, the learner can read over the detailed task descriptions and rationales, the approved observers eligible to check off the learner's assessment, and any suggested modules that will tie in the overall end goal or desired outcome of the skills that are going to be demonstrated.

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Protective Devices

REL-SRC-C1009

Print Checklist Only Print Full Document

Protective Devices

Description:

The following table lists the steps that are expected of you in order to properly use protective devices. The table also provides rationales that explain why you perform some of these steps. Reference: Perry, A., Potter, P. & Ostendorf, W. (Eds.). (2018). Clinical nursing skills & techniques (9th ed.). St. Louis, MO: Elsevier. Disclaimer: The use of this content is for educational purposes only and should only be used as a guide in performing the below skill, subject to the terms and conditions of the Master Services Agreement.

Met	Not Met	Title	Description	Rationale
<input type="checkbox"/>	<input type="checkbox"/>	Patient Identification	Identify two (2) patient identifiers per organizational policy. Explain to the patient what is going to be performed.	Ensures the correct patient. Complies with The Joint Commission standards and improves patient safety (TJC, 2016)
<input type="checkbox"/>	<input type="checkbox"/>	Hand Hygiene	Perform hand hygiene.	Promotes organization and reduces transmission of microorganisms.
<input type="checkbox"/>	<input type="checkbox"/>	Gloves	Put on gloves.	Standard Precautions.
<input type="checkbox"/>	<input type="checkbox"/>	Privacy	Ensure Privacy. Explain what you are	Promotes cooperation and reduces

The Learner will be able to print these resources in one of two ways:

1. Selecting the button labeled "Print" will allow the *entire module* to be printed. This includes the tasks, detailed goals, and rationale, associated modules, and the checklist used to observe and grade the assessment.
2. Selecting the button labeled "Print Checklist" will provide a printable version of the checklist only, leaving off the other resources, associated modules, and approved observers.

To print, select the Print or Print Checklist buttons at the top right.

Where can I view my results?

Once an Observer or a Data Entry user completes the scheduled assessment of the learner, the next step is to record the results. Within a few minutes of recording results of the observation, the learner will be able to access the history of the assessment from their Transcript.

All of the assessment and feedback data recorded by the Observer or Data Entry user will be visible on the record of the Skills Checklist assessment form. The Learner is welcome to review this information any number of times, for as long as the Transcript record is available to them. The assessment form

can be found in the learner Transcript by locating the name of the Skills Checklist and then selecting the Checklist icon.

Transcript Print Transcript

Search Completed Assignments

Filter by + Filter Clear

Type: Skills Checklist (highlighted in red)

Date Type: Completed on Range

Certificates: All Licenses & Certificates

Date Range: Specify Dates...

From: [Calendar Icon]

To: [Calendar Icon]

Title	BrainSparks	Grade	Due Date	Completed
Administering IV Heparin	N/A	Met	5/7/2021	5/6/2021
Protective Devices	N/A	Met	8/1/2022	7/27/2022

The Learner will be able to print a copy of this assessment form if a paper copy is desired. They can access the printable copy by clicking on the Skills Checklist icon (from the image above).

Protective Devices Print X

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Met	Not Met	Title	Description	Rationale
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Patient Identification	Identify two (2) patient identifiers per organizational policy. Explain to the	Ensures the correct patient. Complies with The Joint

Print Checklist

The Administrator will also have the completed assessment form available to view at their convenience from the Learner Bluebook.
