

Competency Evaluations – Learner Attestation

Once an evaluator completes an evaluation, you will need to review and attest to the results. This article explains how to complete Competency Evaluations from your Relias account.

🕒 Feb 9, 2023 · Knowledge

What Are Competency Evaluations?

Competency Evaluations offer a digital solution to tracking observations or evaluations of a clinician by an observer. These evaluations contain a list of points of care that measure the knowledge, skills, and abilities needed for a specific practice setting. Assigned competency evaluations appear under your Assignments with a Show Details button.

An observer, or evaluator, will conduct the competency evaluation with you outside of your Relias account. Once complete, you will see the evaluation listed in your account with each point of care, or competency statement, rated and listed alongside the verification method used.

Review and Attest

When an evaluator has filled in your evaluation, you will need to review and complete an attestation for it to be complete. You will find the evaluation under Assignments. Click Review to view the results.

The screenshot displays the RELIAS interface for 'Assignments'. The left sidebar is dark blue with white text and icons. The main content area is light gray. At the top right of the main area, there are links for 'Return to Legacy Assignments Page' and '+ Add External Training'. Below this, there are tabs for 'All Modules' and 'Training Plans'. A filter bar shows 'All' selected, with other options: 'Overdue', 'Due within 7 days', 'Due within 30 days', 'Due within 90 days', and 'No due date'. Below the filter bar, it says 'Showing 3 of 3 assignments'. There is a 'Sort By' dropdown set to 'Due Date' and a search box labeled 'Search Assignments'. The assignment list has two items: 'Creating a Competency Evaluation' (due Jan 13, 2023) with a 'Review' button, and 'Effective Reinforcement' (due Dec 1, 2023) with a 'Start' button. Both buttons are highlighted with a red box.

An overview of the evaluation will show you rating totals and your average score. Depending on the rating scale used, the maximum average score will be one or two. The points assigned to each rating scale are as follows.

- Met, Not Met:
 - Met = 1
 - Not Met = 0
- Exceeds, Meets, Does Not Meet:
 - Exceeds = 2
 - Meets = 1
 - Does Not Meet = 0
- Meets, Making Progress, Does Not Meet:
 - Meets = 1
 - Making Progress = 0.5
 - Does Not Meet = 0

Navigate through the full evaluation and any comments left by the evaluator by clicking on the levels to expand or collapse them. If you have any questions regarding evaluation results, please reach out to the evaluator or your supervisor.

[← Back To Assignments Page](#)

Evaluation Review & Attestation

Below are the results of your evaluation "Creating a Competency Evaluation". Please review and proceed to the Attestation section below the finished evaluation to submit your attestation. [Skip to Attestation](#)

Review Evaluation Below

Creating a Competency Evaluation

Cowell, Michael | *michaelcowell* Due Date: Sep 30, 2022, 11:59 PM

| | | |
|------------------|---------------------|------------------------------------|
| 15 Met | 0 Not Met | 1.00 Total Average Score |
|------------------|---------------------|------------------------------------|

| | |
|---|---|
| Domain 1: Verification Checks Before Creation | Average Score: 1.00 ^ |
| Topic A: Role Verification | Average Score: 1.00 ^ |
| Competency Statement 1: Explains the Evaluation Management role is required for Competency Evaluation creation. | Verification Method: Observation Rating/Score: Met ^ |

Below the evaluation, you can fill in any comments you have about the evaluation in the Employee Comments field.

When you are finished, click the checkbox under Attestation and click Attest. This will complete the evaluation and move it from your Assignments to Transcript.

| | |
|--|-----------------------|
| Domain 2: Create a Competency Evaluation | Average Score: 1.00 v |
| Narrative | v |

Employee Comments

Comments (Optional):

Enter employee comments

0 / 1000

Attestation

| | | |
|-------------------------------------|---|------------------------|
| <input checked="" type="checkbox"/> | I, Michael Cowell, attest today (Tue, Sep 20, 2022) that I have reviewed and understand the results of this evaluation titled "Creating a Competency Evaluation". | Attest |
|-------------------------------------|---|------------------------|

Transcript

Print Transcript

Filter by + Filter Clear

| | | |
|------------------------|----------------------|----------------------|
| Type | Date Type | Certificates |
| Competency Evaluations | Completed on Range | All Certificates |
| Date Range | From | To |
| Specify Dates... | <input type="text"/> | <input type="text"/> |

| Title | Brain Sparks | Grade | Due Date | Completed |
|--|--------------|-------|-----------|-----------|
| Creating a Competency Evaluation | N/A | N/A | 9/30/2022 | 9/20/2022 |