

Cornerstone Training Guide

Manager Assigns Unit-Specific Competency Training

Introduction

In this scenario, Managers will assign employees to unit-specific competency training.

1. Use the **Global Search Box** in the upper right-hand corner to search for a Unit-Specific Competency training title.

Note: Unit-Specific Competency training titles can be found on the Unit-Specific Competency Guideline.



2. Locate the correct Unit-Specific Competency and **click the title** to open the Training Details.

A screenshot of a "Global Search" results page. At the top, there is a search bar with "competency" entered and a "Search" button. Below the search bar, it says "Training results (39)". There are three search results listed, each with a computer icon, a title, and a brief description. The second result, "Competency Evaluation: Emergency Drugs", is highlighted with a red rectangular box. The first result is "Competency Management: Training the Competency Monster" and the third is "Competency Evaluation: Vasoactive Drugs".

3. Select Assign.

ONLINE CLASS

Competency Evaluation: Emergency Drugs

Last Updated 10/15/2018

Details

This competency evaluation is for use by health care institutions to evaluate, track, and report competency levels of professional nurses employed in specialty care situations in which medical emergencies may arise. The evaluation contains 50 multiple-choice questions that test the nurse's knowledge and critical thinking skills related to the selection, indications, dosages, administration, monitoring, and adverse effects of various medications commonly used to treat emergencies in health care.

[Show More](#)

ONLINE CLASS

Competency Evaluation:
Emergency Drugs

Launch

or

Assign

4. Complete the following steps:

4a. Select **due date**: June 30, 2021

4b. (Optional) Add a **comment** that will appear in the notification email to assigned participants.

4c. Select **Automatically register users**.

4d. Click the **Direct Subordinates** box to select all of your direct reports.

OR

4e. Select the box next to each individual to enroll specific subordinates.

4f. Click **Submit** and a notification email will be sent to your selected subordinates.

Assign Training



Competency Evaluation: Emergency Drugs
Online Class - Nursing-Lippincott - \$0.00

Due Date



4a

Add a Comment

4b

Automatically register users

4c

Direct Subordinates

4d

	Direct Subordinates	Language Equivalency	Assignment History	Current Status	Include Subordinates
<input type="checkbox"/>	Amadalon Benson		0	None	
<input type="checkbox"/>	Chia-Yen Li		0	None	
<input type="checkbox"/>	Ellen Carr		0	None	
<input type="checkbox"/>	Jade Ethel Cruz		0	None	<input type="checkbox"/>
<input type="checkbox"/>	Jasmine Le Roy		0	None	
<input type="checkbox"/>	Jeff Zarate		0	None	
<input type="checkbox"/>	Jill Scherrey		0	None	
<input type="checkbox"/>	Kathleen Feldman		0	None	
<input type="checkbox"/>	Kiley Venquez		0	None	
<input type="checkbox"/>	Kristine Trasker		0	None	

4e

1 2

Showing 1 to 10 of 11 entries

Select an Indirect Subordinate



Select a User from a Cost Center / App...



Indirect Subordinates	Language Equivalency	Assignment History	Current Status

4f

Cancel

Submit

-
- | | |
|--|--|
| <p>5. Repeat steps to assign each Unit-Specific Competency to your employees.</p> | |
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