

Quick Guide for the Supervisor Tab

Overview

The purpose of the Supervisor tab is to enable supervisors (i.e. managers) to check the compliance status of their staff for Flu, TB, and Respirator Fit programs that are maintained in ReadySet.

The Supervisor tab displays when the supervisor logs into ReadySet with their MyHealth username/password. No client setup is required. The Supervisor tab only displays the names of the supervisor's direct staff members. The data used to populate the Supervisor Tab output is dependent on the supervisor staff records fed to ReadySet by your facility's HR system. Therefore, if there are issues such as accuracy and spelling of staff members' names in the Supervisor tab, the source for these issues is likely in the HR database.

This Quick Guide provides the basic steps for checking employee compliance for the following programs:

- Seasonal Flu
- Respirator Fit Program
- TB Program

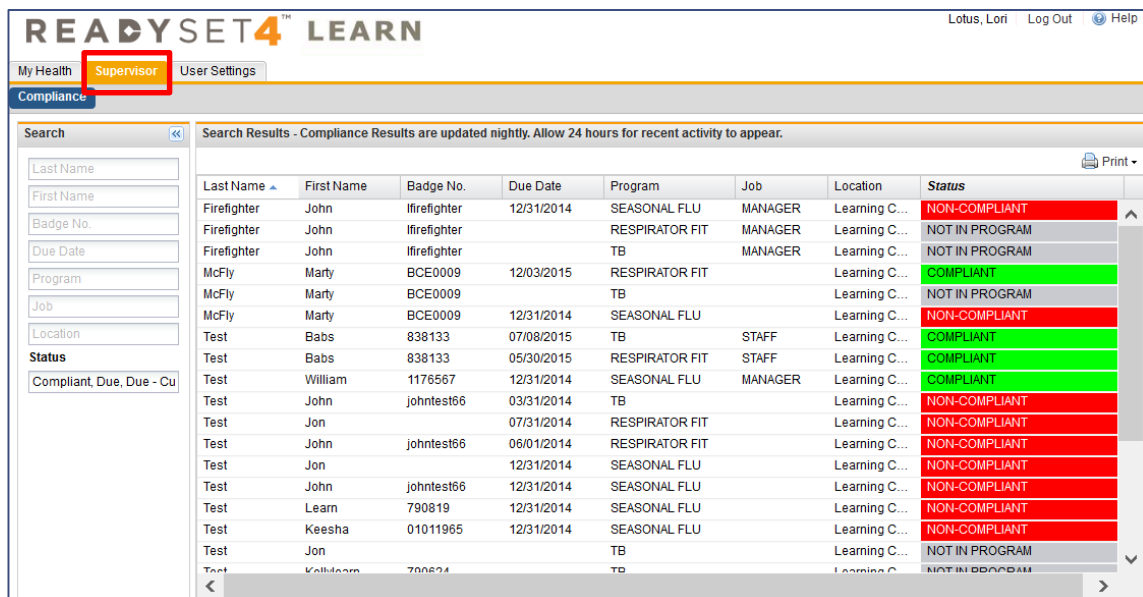
NOTE:

The process used by the supervisor within ReadySet is determined by the facilities' EHS Clinic workflow and policies.

Check the Compliance Status of the Supervisor's Staff

Steps:

1. **Login** to ReadySet with your MyHealth username and password; the screen will display the **My Health** and **Supervisor** tabs.
2. Click the **Supervisor** tab. The **Supervisor** work space is displayed, as shown in the example below:



Last Name	First Name	Badge No.	Due Date	Program	Job	Location	Status
Firefighter	John	lfirefighter	12/31/2014	SEASONAL FLU	MANAGER	Learning C...	NON-COMPLIANT
Firefighter	John	lfirefighter		RESPIRATOR FIT	MANAGER	Learning C...	NOT IN PROGRAM
Firefighter	John	lfirefighter		TB	MANAGER	Learning C...	NOT IN PROGRAM
McFly	Marty	BCE0009	12/03/2015	RESPIRATOR FIT		Learning C...	COMPLIANT
McFly	Marty	BCE0009		TB		Learning C...	NOT IN PROGRAM
McFly	Marty	BCE0009	12/31/2014	SEASONAL FLU		Learning C...	NON-COMPLIANT
Test	Babs	838133	07/08/2015	TB	STAFF	Learning C...	COMPLIANT
Test	Babs	838133	05/30/2015	RESPIRATOR FIT	STAFF	Learning C...	COMPLIANT
Test	William	1176567	12/31/2014	SEASONAL FLU	MANAGER	Learning C...	COMPLIANT
Test	John	johnstest66	03/31/2014	TB		Learning C...	NON-COMPLIANT
Test	Jon		07/31/2014	RESPIRATOR FIT		Learning C...	NON-COMPLIANT
Test	John	johnstest66	06/01/2014	RESPIRATOR FIT		Learning C...	NON-COMPLIANT
Test	Jon		12/31/2014	SEASONAL FLU		Learning C...	NON-COMPLIANT
Test	John	johnstest66	12/31/2014	SEASONAL FLU		Learning C...	NON-COMPLIANT
Test	Learn	790819	12/31/2014	SEASONAL FLU		Learning C...	NON-COMPLIANT
Test	Keesha	01011965	12/31/2014	SEASONAL FLU		Learning C...	NON-COMPLIANT
Test	Jon			TB		Learning C...	NOT IN PROGRAM
Test	Kellieann	700624		TB		Learning C...	NOT IN PROGRAM

The example above shows all of the staff assigned to the Supervisor, along with their compliancy status. Compliancy status is defined as follows:

Compliant (Green) – The participant due date is in the future.

Due Next Month (Green)– The participants due date is “next month”.

Due Current Month (Green)– The participants due date is in “the current month”.

Due (White) – The participants due date is in a “season” or time frame, and they have not completed the program. E.g. Seasonal Flu vaccinations are usually given between August and December. Once the program is completed (e.g. participant is vaccinated), they will become “Compliant” until the next season.

Non-Compliant (Red) – The participants due date is in the past OR is in the next month based on the program rules. For example, if someone’s due date is 3/14 and the date is 3/16, depending on the program they may remain in the status “Due – Current Month”.

Not in Program (Gray)– Indicates that the participant does not have charting form for the specific program or the charting form doesn’t have a “Next Due Date” entered.

Error in Results (White)– The participant has multiple program charting forms with different “Next Due Dates”. The system is not sure which date to adhere to. You may need to use Edit Appointments to either Void or correct the form.

View Compliance Status based on Search Criteria

Steps:

1. Use the **Search** panel, shown in the example below, to view Compliance status based on:
 - Employee Name
 - Badge Number
 - Due Date (Month)
 - Program Type
 - Location
 - Job
 - Compliance Status

Search <<

Last Name

First Name

Badge No.

Due Date

Program

Job

Location

Status

Compliant, Due, Due - Cu

☒ Compliant

☒ Due

☒ Due - Current Month

☒ Due - Next Month

☒ Error in Results

☒ Non-Compliant

☒ Not In Program

Done

Clear

Search Results - Compliance Results are updated nightly. Allow 24 hours for recent activity to appear.

Print

Last Name	First Name	Badge No.	Due Date	Program	Job	Locati	Status	Employment Sta
Firefighter	John	lfirefighter		RESPIRATOR FIT	M...	Le...	NOT IN PROGRAM	Active
Firefighter	John	lfirefighter		TB	M...	Le...	NOT IN PROGRAM	Active
Firefighter	John	lfirefighter	11/30/2015	SEASONAL FLU	M...	Le...	NON-COMPLIANT	Active
McFly	Marty	BCE0009	12/03/2015	RESPIRATOR FIT		Le...	NON-COMPLIANT	Active
McFly	Marty	BCE0009		TB		Le...	NOT IN PROGRAM	Active
McFly	Marty	BCE0009	11/30/2015	SEASONAL FLU		Le...	NON-COMPLIANT	Active
Preplacement	Jon	jontest		RESPIRATOR FIT		Le...	NOT IN PROGRAM	
Preplacement	Jon	jontest	09/16/2016	TB		Le...	COMPLIANT	
Preplacement	Jon	jontest	11/30/2015	SEASONAL FLU		Le...	NON-COMPLIANT	
Test	Kellylearn	790624		RESPIRATOR FIT		Le...	NOT IN PROGRAM	Active
Test	Keesha	01011965		TB		Le...	NOT IN PROGRAM	LOA
Test	Keesha	01011965	11/30/2015	SEASONAL FLU		Le...	NON-COMPLIANT	LOA
Test	Keesha	01011965		RESPIRATOR FIT		Le...	NOT IN PROGRAM	LOA
Test	William	1176567		TB	M...	Le...	NOT IN PROGRAM	Active
Test	William	1176567	11/30/2015	SEASONAL FLU	M...	Le...	NON-COMPLIANT	Active
Test	William	1176567		RESPIRATOR FIT	M...	Le...	NOT IN PROGRAM	Active
Test	Babs	838133	11/02/2016	TB	ST...	Le...	COMPLIANT	
Test	Babs	838133	11/30/2015	SEASONAL FLU	ST...	Le...	NON-COMPLIANT	
Test	Babs	838133	11/15/2016	RESPIRATOR FIT	ST	Le...	COMPLIANT	

Search

Clear

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- Click the **Search** at the bottom of the Search panel when you have defined your search criteria and your information will display.

Frequently Asked Questions (FAQ)

Q: I am the EHS Manager, but not a supervisor. Can I test or troubleshoot the Supervisor tab?

A: No. Only supervisors defined in the HR feed have access to the Supervisor area.

Q: Is the same compliance algorithm used for Flu? Assuming it is based on flu end date, are they compliant given the same rules and Respirator and TB?

A: No. The “Seasonal Flu End Date” determines seasonal Flu compliance.

Respirator and TB compliance are based on the “Next Due Date” charted in the Fit Test and TB charting forms.

Q: The staff list shown on the Supervisor page is incorrect. What should I do?

A: Check with your HR system administrator to verify that the Supervisor is listed correctly in the HR system. If not, an HR system update will automatically update ReadySet 24 hours after the change.

Q: How often is the Supervisor compliancy list updated?

A: Nightly