

Website Table of Contents

- **CLEANING AND STORAGE**
 - **Cleaning the Passport Tag**
 - *A brief overview of cleaning the PASSPORT tag*
 - **Organizing the Passport Tags**
 - *A brief overview of how to and not to store the PASSPORT tags*
 - **Passport Tag Sample Tracking Sheet**
 - *A sample sheet to use to track your PASSPORT tags once you open them after you receive new tags*
- **ELOPEMENT INFORMATION**
 - **Elopement Prevention (Guidelines for Best Practices)**
 - *This document comes from the Risk Management Handbook for Healthcare Organizations; and Residents Rights Self Assessment Compliance Handbook and gives some best practices to help prevent elopements.*
 - **Elopement Resource Manual**
 - *This manual is a collection of resources put together by a group of Associations to help manage elopements.*
 - **Elopement Risk Assessment Form (Sample)**
 - *This is a sample of a Elopement Risk Assessment Form used by Dane County Assisted Living Quality Program*
 - **Elopement**
 - *Case study on elopement identifying leading contributors and strategies for preventing elopements as well as steps for responding to elopements.*
 - **Evidence Based Practice Guidelines**
 - *Study offering guidelines from the www.guideline.gov on counseling, evaluation, management, prevention, and risk management associated with Alzheimer’s disease, Dementia, and depression*
 - **Know the Ten Signs**
 - *This sheet is from the Alzheimer’s Association and list 10 early warning signs of Alzheimer’s*
 - **Passport Abduction Response Sample Policy**
 - *IMS provides this sample policy for how to respond if an abduction actually occurs*
- **FIRST TIME SYSTEM SET-UP**
 - **How to Add/Edit/Delete Default Alarm Notes**
 - *The system comes with default alarm notes (see above). Follow these procedures to change or edit these notes.*
 - **PASSPORT Default Alarm Notes**
 - *Before an alarm can be cleared, the system will ask for an alarm note. IMS includes a list of common alarm notes used by most hospitals. However, these notes can be edited or added to, or deleted by someone with administrative permissions. See instructions below.*
 - **PASSPORT Default Alarm Procedures**
 - *When an alarm is cleared, the system can display to staff Procedure to follow in order to clear the alarm. IMS includes default procedures for each alarm. These default procedures are listed here. These procedures can be edited by someone with administrative privileges, who can access the “ADMIN” tab in the PASSPORT software where the Procedures can be freely edited.*
 - **PASSPORT User Permissions Worksheet (Blank)**
 - *Instead of assigning individual permissions to each user, User Groups are created, and each User is assigned to a specific group. These worksheets allow you to see the default user*

Website Table of Contents

groups, and their default permissions assigned. If you do not like these groups, want to add other groups, or want to change the permission for these groups, the BLANK worksheet allows you to work through these changes and present them to your IMS trainer or IMS technician as they set your system up.

- **PASSPORT User Permissions Worksheet (Default Settings)**
- **IMPLEMENTATION RESOURCES OVERVIEW**
 - **PASSPORT Implementation Resources Table of Contents**
 - *This sheet explains briefly the contents of each of the available resources available for the Implementation section.*
 - **PASSPORT Pre-Training Worksheet**
 - *The Pre-Training Worksheet is given to the hospital in the form of a hard copy and is meant to be completed prior to training and system Go-Live. Your IMS representative will review this sheet with you, and your IMS trainer will use the information from this sheet to help train the staff at the hospital. A copy is included here in case the original sheet is lost, or an additional copy is needed*
- **PASSPORT USER GUIDE**
 - **Passport User Guide**
 - *This is a digital copy of the full PASSPORT user guide from the manufacturer*
- **POST TRAINING TESTS**
 - *One way to see if staff members have acquired information or not is to test them. IMS has supplied two different type of Tests along with the answers that can be used either after initial training, or later with staff competencies.*
 - **PASSPORT Post Training Test A Answer Sheet**
 - **PASSPORT Post Training Test A**
 - **PASSPORT Post Training Test B Answer Sheet**
 - **PASSPORT Post Training Test B**
- **QUICK REFERENCE TRAINING GUIDES**
 - *There is a lot of information that will be presented to the staff. These two quick reference guides help to boil the information down to individual sheets to be used and referred to in day to day situations.*
 - **PASSPORT Quick Reference Guide for Basic Computer Procedures**
 - **PASSPORT Quick Reference Guide for Clearing Alarms & Events**
- **SAMPLE POLICES**
 - *It is very important that the hospital establishes how they will operate the system within the hospital. IMS has provided two sample policies to help get the process started.*
 - **PASSPORT Sample Policy Example #1**
 - **PASSPORT Sample Policy Example #2**
- **SYSTEM GO LIVE**
 - *System Go Live is the day you start using your new system for the first time. This checklist will help you be prepared and ready for that day.*
 - **PASSPORT System Go Live Check List**
- **SYSTEM TRAINING**
 - **PASSPORT Clinical Administrator Training PowerPoint**
 - *This is the training PowerPoint given to class participants who attend the “Clinical Administrator” training program (.75 hour).*

Website Table of Contents

- *This training program is specifically designed just for the Clinical Administrator. It requires that the participants must attend the Super User Training before attending the Clinical Administrator training.*
- *The “Clinical Administrator” class includes the following components: Successful System Implementation; Tag/Strap Management; Running and Reading System Reports; Maintaining System Training; Common System Issues; Preparing for The Joint Commission; Managing Alarms*
- *This class should be taken by the Clinical Administrator. A typical Patient Security System will have one, sometimes two clinical administrators. Managers and anyone else who will be responsible for system administrative functions are also welcome to attend this class.*
- **PASSPORT Super User Training PowerPoint**
 - *This is the training PowerPoint given to class participants who attend the “Super User” training program (1.25 hour).*
 - *The “Super User Class” has as its core the User Training, but adds more to it. Super Users are those who help manage; those who catch on quickly; and often those who can teach others. We recommend having at least a couple per shift.*
 - *Those who typically attend this class include: CHARGE NURSES; NIGHT MANAGERS; STAFF LEADERS, ETC.*
 - *The “Super User” class includes the following components: Overview of the System; Tag Application and Removal; PC and Advanced PC Training; Basic and Advanced Alarm Review; Add/Edit/Delete Users*
- **PASSPORT User Training PowerPoint**
 - *This is the training PowerPoint given to class participants who attend the “User” training program (1 hour).*
 - *This is our most popular training course. It is specifically designed for the Passport user who has complete contact with the Passport Patient Security System. They put the tags on, work with the Passport PC, and respond to and help clear alarms.*
 - *Those who typically attend this class include Nurses, Security, HUCs, Technicians, or Biomedical Personnel.*
 - *The “User” class includes the following components Overview of the System; Tag Application and Removal; PC Training; Basic Alarm Review*
- **Sample Training Sign-Up Sheet**
 - *IMS provides this sheet as a way for staff to sign-up when they attend training sessions. IMS trainers will bring extra copies with them.*
- **TESTING OF THE PASSPORT SYSTEM**
 - **Passport System Sample Testing Policy**
 - *A sample policy to use to put in place to ensure that regular testing is done on your PASSPORT system*
 - **Passport System Sample Exit Testing Spreadsheet**
 - *After your system is installed, based on your system design, you will receive an Exit Spreadsheet designed for your system. This sample shows what the spreadsheet will look like*
 - **Testing Overview of the Passport System**
 - *A brief overview of the steps to take to test your PASSPORT system*