



PASSPORT “GOING LIVE” CHECKLIST

Preparation:

- All policies have been completed
- Staff has been trained
- All staff members required to interact with the Passport computer have been added as users to the Passport computer
- Staff has been informed of the “go-live” times
- Tags and straps have been received from the IMS rep and checked, and documented for future reference and tracking
- Tag sign-out sheet have been created and placed near the tags (if applicable)
- Tags and straps have been distributed to all departments who need them
- Tags have been cleaned and disinfected prior to first use
- Dirty tag containers have been provided at discharge sites (if applicable)
- Security has been informed to be ready and available
- Patients have been informed of the upcoming changes
- If a cut-over is occurring (switching from an old system to a new system), security has been requested to cover the area until the new system is completely up and running

Execution:

- Nurse managers and Passport Clinical Administrator will be on hand to direct and assist tagging of patients
- Security will be present to secure any doors as needed as the system is turned on or cut-over
- Tags and straps will be easily accessible and ready to use in tagging current patients
- Nurses will work with an IMS Representative and/or Corporate Trainer to either tag all current patients or change the tags of all current patients (if switching from an older system)
- Users will log into the computer for the first time and create new passwords (and activate their ID card for logging in if applicable)
- System will be tested to confirm it is in working order and to allow staff to hear and see alarms/events

Follow-up:

- Night shift will be made aware that the system is now working
- IMS representative will check in after a few days to affirm that all is working
- IMS representative will follow-up after about one month with a Technical Binder; and copy of the first months alarm reports to review with the Clinical Administrator