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- **CLINICAL ADMINISTRATORS SOFTWARE FEATURES**
 - **Passport Clinical Administrator How to Instructions**
 - *A quick guide for the Administrator features of the system; how to access them, use them, etc.*
- **MOCK ELOPEMENT DRILLS**
 - **10 Things to Consider When Running a Drill**
 - *Overview sheet taken from a Stanley Newsletter that asks and answers key commonly asked questions about Mock Drills*
 - **Elopement Prevention**
 - *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.guidline.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*
- **MONTHLY ALARM REPORTS**
 - **How to Read Monthly Alarm Reports from IMS**
 - *For the first year after you purchase a system from IMS, IMS will send monthly alarm reports to you; this document explains how to read and use these reports (Note: If you continue with a support agreement from IMS, you will continue to receive these reports)*
 - **How to Use Built in Reports**
 - *The system comes with a built-in report generator. This document gives a brief overview of how to run basic reports using the built-in reporting from the system.*
- **PASSPORT TRAINING POLICY**
 - **How to Write a Passport Training Policy**
 - *A brief overview of the topics that should be considered when writing a training policy to address the ongoing training of the Patient Security System.*
 - **Passport Sample Training Policy**
 - *IMS provides you with a sample training policy that you can use, modify, or change to fit your needs for ongoing staff training.*
- **PASSPORT TRAINING RESOURCES OVERVIEW**
 - **Training Resources Table of Contents**
 - *This sheet explains briefly the contents of each of the available resources available for the Training Resources*

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➤ QUICK REFERENCE GUIDES

- **IMS Passport Frequently Asked Questions**
 - *A list of questions that IMS has heard frequently asked from hospitals with systems installed along with answers*
- **Passport Quick Reference Guide for Basic Computer Procedures**
 - *A list of all computer interactions with definitions on one page*
- **Passport Quick Reference Guide for Clearing Alarms**
 - *A list of all alarms and events with definitions on one page*
- **Passport Sample Alarm Notes Box**
 - *A picture of the Alarms Notes Box along with a list of the alarm notes from the drop-down menu – great for teaching staff about entering alarm notes*
- **Passport Sample Alarm-Events Screen**
 - *A single sheet pointing out the different parts of the Alarm screen on the Patient Security Computer*
- **Stanley Passport Band Sizing Instructions**
 - *A sheet from Stanley explaining how to using the sizing strips to correctly get size the bands correctly for the Pedz tag.*
- **Stanley Passport System Quick Reference Guide**
 - *A smaller, color quick user guide from Stanley*
- **Stanley Passport Tag User Guide**
 - *A user guide from Stanley for the Passport Tag only*
- **Stanley Passport User Guide**
 - *Full User Guide from Stanley*
- **Stanley Patient Security on LonWorks Overview**
 - *A sheet from Stanley explaining how the Passport system works and all of its pieces and parts*

➤ SAMPLE TESTS/QUIZZES/TRAINING LOGS

- **Passport Alarm & Events Matching Quiz Answer Sheet**
- **Passport Alarm & Events Matching Quiz**
 - *This is a great way to see if the staff know what each alarm or even means. Simple matching Quiz.*
- **Passport Sample Training Log**
 - *Whenever training is done, it should be recorded who was trained and what type of training was presented. This is a sample training log.*
- **Passport Software Usage Quiz Answer Sheet**
- **Passport Software Usage Quiz**
 - *This quiz tests user’s ability to understand how to use the system. Different scenarios are presented to see if the user understands how to apply the information learned.*
- **Passport Tag Application Test**
 - *This is a checklist test to see if a user can correctly apply a tag.*
- **Passport Training Test A Answer Sheet**
- **Passport Training Test A**
 - *This is a general knowledge quiz on the system.*
- **Test for Passport System Operation**
 - *This is a Test used by an Administrator with a user at a computer going through a series of commands to see if they can execute them correctly.*

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➤ TRAINING POWERPOINTS

○ Clinical Administrator Training PPT

- *This is the training PowerPoint given to class participants who attend the “Clinical Administrator” training program (.75 hour).*
- *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.*

○ Super User Training PPT

- *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*

○ User Training PPT

- *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 Hugs user who has complete contact with the Hugs Patient Security System. They put the tags on, work with the Hugs 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*