Pedz
Pediatric Protection

IMS
INNOVATIVE MEDICAL SYSTEMS

# PEDZ – IMPLEMENTATION RESOURCES

## *Website Table of Contents*


- **ABDUCTION INFORMATION**
  - **Amber Alert Brochure**
    - *This brochure gives a great overview of what an Amber Alert means and is used for.*
  - **Expectant Parents Safety Tips**
    - *NCMEC offers Parents key tips on how to protect their baby from abductors*
  - **Family Abductor Profiles**
    - *This document from the Juvenile Justice Bulletin describes the common characteristics of abducting parents and profiles parents at risk for abducting their children*
  - **Family Survival Guide for a Missing Child**
    - *"The first 48 hours following the disappearance of a child are the most critical . . ." This guide gives a checklist to help those involved know what steps to take to help increase the recovery of a child.*
  - **Guide to Prevention of and Response to Abductions**
    - *This document from the Office of Juvenile Justice and Delinquency Prevention is a great resource on both the prevention of and response to Abductions*
  - **Infant Abduction Statistics**
    - *NCMEC keeps stats on NON-FAMILY abductions. These are a snapshot of those statistics.*
  - **Pedz Abduction Response Sample Policy**
    - *IMS provides this sample policy for how to respond if an abduction actually occurs*
  - **Risk Factors for Parental Abduction**
    - *This document from the Juvenile Justice Bulletin provides information regarding the risk factors associated with parental kidnaping and strategies that can be used to intervene with families at greatest risk*
  - **The Typical Abductor**
    - *This sheet is from NCMEC and list the key factors know about those who typically abduct infants*
- **CLEANING AND STORAGE**
  - **Cleaning the Hugs Tag**
    - *A brief overview of cleaning the Hugs tag*
  - **Cleaning the Pedz Tag**
    - *A brief overview of cleaning the Pedz tag*
  - **Hugs Tag Sample Tracking Sheet**
    - *A sample sheet to use to track your Hugs tags once you open them after you receive new tags*
  - **Organizing the Hugs Tags**
    - *A brief overview of how to and not to sore the Hugs tags*
  - **Organizing the Pedz Tags**
    - *A brief overview of how to and not to sore the Pedz tags*
  - **Pedz Tag Sample Tracking Sheet**
    - *A sample sheet to use to track your Pedz tags once you open them after you receive new tags*
  - **Stanley Healthcare Cleaner Guide for Hugs & Kisses Tags**
    - *A guide from the manufacturer with approved cleaners and non-approved cleaners*
- **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.*

- **PEDZ Default Alarm Notes Box**
  - *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.*
- **PEDZ 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 PEDZ software where the Procedures can be freely edited.*
- **PEDZ 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 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.*
- **PEDZ User Permissions Worksheet (Default Settings)**

➢ **OVERVIEW SECTION**

- **Implementation Resources Table of Contents**
  - *This sheet explains briefly the contents of each of the available resources available for the Implementation section.*
- **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*

➢ **PEDZ USER GUIDE**

- **Pedz User Guide**
  - *This is a digital copy of the full Pedz 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 three different type of Tests along with the answers that can be used either after initial training, or later with staff competencies.*
  - **PEDZ Alarms-Events Matching Quiz Answer Sheet**
  - **PEDZ Alarms-Events Matching Quiz**
  - **PEDZ Post Training Tests A Answer Sheet**
  - **PEDZ Post Training Test A**
  - **PEDZ Post Training Test B Answer Sheet**
  - **PEDZ 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.*
  - **PEDZ Quick Reference Guide for Basic Computer Procedures**
  - **PEDZ Quick Reference Guide for Clearing Alarms & Events**

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- **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.*
    - **Pedz Sample Policy Example #1**
    - **Pedz 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.*
    - **PEDZ System Go Live Check List**
- **SYSTEM TRAINING**
  - **PEDZ Clinical Administrator Training PowerPoint**
    - *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.*
  - **PEDZ 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*
  - **PEDZ 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 Pedz user who has complete contact with the Pedz Patient Security System. They put the tags on, work with the Pedz 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 PEDZ SYSTEM**

- **Pedz System Sample Testing Policy**
  - *A sample policy to use to put in place to ensure that regular testing is done on your Pedz system*
- **Pedz 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 Pedz System**
  - *A brief overview of the steps to take to test your Pedz system*