HOW TO WRITE A PEDZ TRAINING POLICY

A policy is how one approaches doing something. It is a written plan for accomplishing certain tasks. How will you do things? Who will be involved? When will it occur? All these questions, and more, are answered in a good policy. In order for ongoing training at your hospital to be successful, you should consider writing a policy that addresses the following points:

USERS

Current Users

- Ongoing training is critical for the proper use of the Pedz Application.
- This type of training includes running scenarios, nurse staff meetings, and the one-day refresher course offered by your dealer with your support agreement.

New Users

- Perhaps the most challenging part of training is when a new person joins your department. It is critical that they receive clear training on the Pedz Application and fully understand all of its implications. Once they start working on the protected floor, training should happen as soon as possible.

DRILLS

- Drills are a great way to get everyone involved. Depending on the size of staff and your resources, 1 to 3 drills a year should take place. During a drill, you set up a "mock" abduction to see how staff responds. Don't forget to include a scenario with a fire alarm. Be creative, and make sure you evaluate afterwards.

TYPE OF TRAINING

Personal Training

- Group Training during weekly nurses' meetings can accomplish many things. Information can be broken down into smaller pieces and be addressed over a longer period of time, as opposed to having one long training session to address everything. Each week (or every month), talk about a different topic.

- Individual Training requires a one-on-one setting. Either a supervisor or a trusted staff member who knows the system extremely well will "mentor" a new user until that user is confident and capable of using the system on their own.

- Call IMS and take advantage of the one-day refresher training course (available with an annual support agreement).

EVALUATION

- Use quizzes and tests.
    - For instance, use a matching sheet to help staff learn and remember what each alarm is.
- Use hands-on tests/evaluation.
    - Have staff members demonstrate how to put a tag on or use the Pedz computer, and rate them on how well they do.