

Design Document

Business Purpose	At University Hospital, there are many chemicals or hazardous materials team members may encounter. OSHA and the Right to Know law requires University Hospital to inform employees of these hazards, how to prevent injury and the steps to take if someone is injured. Hospital emergencies are any event that causes a change in day-to-day operations. Events like extreme weather, cyber-attacks, pandemics, etc. can cause these changes. Employees must know how to find and follow Emergency Operations Plans. They also must know what kinds of emergency tools are available and be able to use them when the circumstances call for them. These tools are important to keeping operations running smoothly. University Hospital is responsible for training employees to be safe while at work and to respond appropriately, in case of an emergency. This training will help ensure safety and emergency protocols are met.
Target Audience	The primary target audience is all University Hospital staff members. Everyone may encounter hazards and could need to change operations if an emergency occurred. This training is required as a new hire and once a year thereafter near their new hire date and before a year has passed.
Training Time	The e-learning course should take 20-30-minutes. The first introduction section will take a few minutes. The content section will take about fifteen minutes. The quiz and conclusion will take about five or more minutes.
Training Recommendation	The team member should do this training through the University Hospital training app. The app allows for employees to do training at their convenience before the course completion deadline occurs. The course being done through the app as an e-learning module will help to keep employees informed of the hazards they are working with, what emergency tools are available and where to go to find Emergency Operations Plans. The course learning involves scaffolded interactivity with knowledge checks and scenario-based learning.
Deliverables	● One storyboard outlining the University Hospital Safety and Emergency Preparedness training course with script ● One eLearning module, developed in Articulate Storyline with voiceover narration
Learning Objectives	By the end of the training, the learners will be able to... ● Describe strategies by which OSHA ensures safety for all team members ● Locate information on the procedures to take during an emergency alert ● Identify available tools that may be used during an emergency
Training Outline	Introduction ● Welcome ● Navigation

	● Objectives ● Course Sections Menu with three topics to visit Topic: OSHA ● OSHA and The Right to Know Law ● Two types of communication (Hazardous Communication Labels and Safety Data Sheets) ○ Hazardous Communication Label ○ Hazardous Communication Label Example ○ Safety Data Sheets ○ Safety Data Sheets Example ● Knowledge Check Topic: Procedures ● Scenario: Locating Operations Plans ● Six Key Elements for an effective Emergency Operations Plan ● Knowledge Check Topic: Tools ● Emergency Preparedness Tools ● Types of preparedness tools ● Knowledge Check
Assessment Plan	80% passing on e-learning module assessment of safety and emergency preparedness via five questions. The quiz consists of one(True/False), two(Multiple Choice) and two (Choose Many). The learner has unlimited attempts to pass the quiz. There are three OSHA questions, one procedures question and one tools question.
Evaluation of Success	● Low number of reports of accidents with chemicals or hazardous materials ● Locating and implementing procedures for Emergency Operations Plans during real or mock Emergencies ● Utilizing emergency tools during a real or mock emergency