Electrical Safety Training Outline and eLearning Storyboard

Notes for Reviewers:

· Please focus on the accuracy and completeness of the content during this review cycle. “Page breaks” for the online course will be adjusted after the content is edited.

· Questions for reviewers are indicated with green highlighting. All questions will need to be resolved before programming can begin.

· Remember, the text in the left column will be narrated audio.

o There will be “connecting” words and phrases that would not appear in a written procedure. If the wording seems awkward to you, try reading the text aloud to see how it fits, then make changes if it still seems necessary.

o Formatting is merely to aid the voiceover talent: remember, learners will hear – not see – this text.

o Capitalization is not important in the left column, but is very important in the next column, “On-Screen Text.”

· Use the Table of Contents on the next page for ease of navigation.

· Optional Tip: Hiding the top and bottom margins of this document (double-clicking between the pages to “Hide/Show White Space”) will enable you to go through the storyboard more smoothly.

Clickable Table of Contents for this Storyboard

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Target Audience:

This training is directed at new hires in the healthcare setting. This course also benefits more seasoned healthcare personnel as a refresher course.

Main Objective:

Mitigate unsafe electrical practices in the healthcare setting by implementing electrical safety procedures and standards.

Learning Objectives:

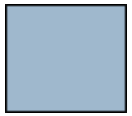
- Apply appropriate steps when handling defective electrical equipment
- Recognize red electrical outlets and their function
- Identify how and when to use a Preventive Maintenance Sticker

Outline:

This electrical safety course will consist of three learning sections and an assessment:

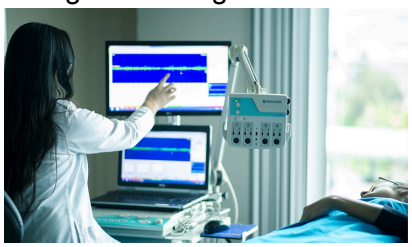
1. **Handling Defective Equipment**
    a. Explain appropriate steps to take when handling defective electrical equipment
    b. Appropriately reporting defective electrical equipment
2. **Red Electrical Outlets**
    a. Identifying red electrical outlets as critical power
3. **Preventive Maintenance (PM) Stickers**
    a. Elements of a PM sticker
    b. Variations in PM stickers
    c. Referencing PM stickers
4. **5 Question Course Assessment**

Branding:

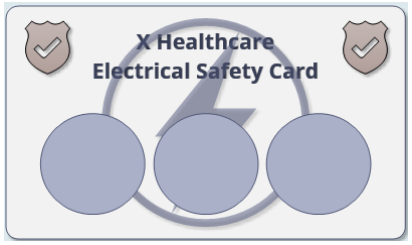
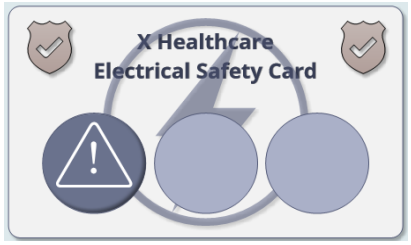
Template	Storyline 360 Custom Template				
Fonts	Titles: Calibri Body: Open Sans (Body)				
Colors	 #9FB8CD	 #F2F2F2	 #AAB0C8	 #955E4B	
Custom Buttons	Create custom player buttons to go along with the theme. All buttons in the course have hover states and visited states.				
Images	All images should be realistic. Icons are acceptable for the Electrical Safety Card.				

eLearning Storyboard:

Electrical Safety Storyboard

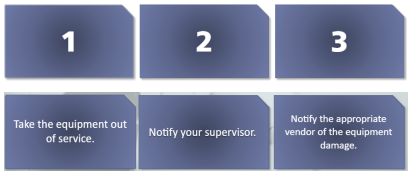
1 Screen Title: Welcome			
Audio:	On-Screen Text:	On-Screen Graphics:	Description of Elements:
Welcome to the Electrical Safety eLearning Course. Before we begin, if you would like information about how to navigate the course, click the Navigation Tutorial Button. If you would like to skip to the beginning of the course, click Begin Course.	Electrical Safety	Background image  Partially transparent overlay  Button: Navigation Tutorial Button: Begin Course	VO Begins Title and transparent overlay fly in. VO directs the button fly in. Navigation Tutorial Button links to navigation slide. Begin course button links to objective slide.

2 Screen Title: Navigation			
Audio:	On-Screen Text:	On-Screen Graphics:	Description of Elements:
To move backward or forward in the course, click the “previous” and “next” buttons. To pause or resume the course, click the “play/pause” button. Use the seekbar to rewind a section. Click the Menu to move around in the course. Click the “Next” button to continue.	Navigation Tutorial Arrows point to PREV, NEXT, PLAY/PAUSE, Seekbar, and MENU Click the *NEXT* button to continue	Partially transparent background image Arrows point to navigation buttons as audio describes each. 	VO Begins. Arrows fly in directed by VO

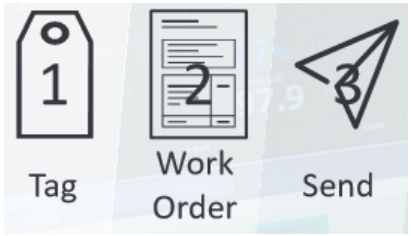
3 Screen Title: Objectives			
Audio:	On-Screen Text:	On-Screen Graphics:	Description of Elements:
<u>Base Layer</u> As you complete each section of the course you will earn badges to add to your Electrical Safety Card. There are three badges in total.		 Background image 	VO Begins Background photo present when screen begins. Electrical Safety card fades in
<u>Layer: Badge 1</u> Badge 1 is earned when you can successfully cite steps to follow when handling defective equipment.	Successfully cite steps to follow when handling defective equipment		VO Begins First badge fades in

<u>Layer: Badge 2</u> Badge 2 is earned when you can recognize red electrical outlets and their function.	Recognize red electrical outlets and their function		VO Begins Second badge fades in
<u>Layer: Badge 3</u> Badge 3 is earned when you can recognize how and when to use a preventive maintenance sticker.	Recognize how and when to use a preventive maintenance sticker		VO Begins Third badge fades in
<u>Layer: Course Assessment</u> When you have completed all three badges, you will be given a five question assessment. You must receive a passing score of 80% to complete the course. When you're ready, click "Next" to begin.	5 Question Assessment 80% Passing Score Click the *NEXT* button to continue		VO Begins Assessment icon fades in

4 Screen Title: Badge 1 Intro			
Audio:	On-Screen Text:	On-Screen Graphics:	Description of Elements:
In the first set of scenarios, you will work to complete your Defective Equipment Badge. Click “Next” to begin working on badge 1.	Badge 1 Successfully cite steps to follow when handling defective equipment Click the *NEXT* button to continue	Background texture Electrical Safety Card 	VO Begins Electrical Safety Card is present at beginning. Badge 1 icon fades in.

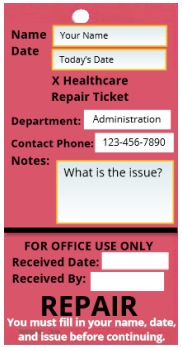
5 Screen Title: Situation 01			
Audio:	On-Screen Text:	On-Screen Graphics:	Description of Elements:
You notice the copier’s electrical cord is slightly burned. What should you do? Click to flip the cards to see appropriate steps. When you’re finished, click Next. Take the equipment out of service. Notify your supervisor. Notify the appropriate vendor of the equipment damage. Remember to report the incident in accordance with	Situation 01: You notice the copier’s electrical cord is slightly burned. What should you do? Click to flip the cards and see appropriate steps. (Card 1) Take the equipment out of service. (Card 2) Notify your supervisor. (Card 3) Notify the appropriate vendor of the equipment damage.	Semi-Transparent Background Image  Cards to flip 	Background image and title are present at start VO Begins Cards 1,2, and 3 have hover states and can be clicked on to flip as led by VO Add transparent rectangles over the cards so they are not usable until certain parts of the audio finish. This way the learner cannot click on all boxes and hear overlapping audio.

general safety guidelines.	Click the *NEXT* button to continue		

6 Screen Title: Situation 02			
Audio:	On-Screen Text:	On-Screen Graphics:	Description of Elements:
The medical equipment you are about to use is defective or inoperable. What do you do? Click the icons to see appropriate steps.	The medical equipment you are about to use is defective or inoperable. What do you do? Click the icons to see appropriate steps Click the *NEXT* button to continue	Semi-transparent Background Image Accordion Interaction 	Background image and title are present at start VO Begins and directs the learner through the accordion interaction
Completely fill out a red repair tag. Note where repair tags can be found on your campus	(Under Tag Icon): Completely fill out a red repair tag. Red repair tags can be found in these locations: Baptist – Mail room and Supply and Distribution Baptist Parkridge – Supply and Distribution Richland – Mail room and Clinical Engineering	Accordion Interaction from base layer 	VO Begins

	Department		
Complete a work order in Maintenance Connection to repair the equipment. Print a copy of the work order and attach it to the completed red tag. Attach the copy of the work order and red tag to the damaged equipment.	(Under Work Order Icon): Complete a work order in Maintenance Connection to repair the equipment.	Accordion Interaction from base layer	VO Begins
Send the equipment to Clinical Engineering.	(Under Send Icon): Send the equipment to Clinical Engineering	Accordion Interaction from base layer	VO Begins
Never use defective equipment.	Note: Never use defective equipment.	Accordion Interaction from base layer “Please Note” Icon	VO Begins

7 Screen Title: Situation 03			
Audio:	On-Screen Text:	On-Screen Graphics:	Description of Elements:
Now it’s your turn to try out some of what you’ve learned. You notice the copier’s electrical cord is slightly burned. Click on the blanks outlined in yellow to fill out a red repair tag for the copier. Include your name, the date, and the issue you see. Click the “Next” button when you’re ready to move on.	You notice the copier’s electrical cord is slightly burned. Fill out a red repair tag for the copier. ● Name ● Date ● Issue Click the icons to see appropriate steps	Background Image 	Background image, title, and red repair tag are present upon start. VO Begins Text fades in. Repair tag sections: ● name, date, and notes include fillable text boxes.

8 Screen Title: Knowledge Check			
Audio:	On-Screen Text:	On-Screen Graphics:	Description of Elements:
Defective equipment should be sent to which department?	Knowledge Check Defective equipment should be sent to which department? Answer Choices ● Clinical Engineering (correct) ● Maintenance ● Supply and Distribution ● Operations Note: You must submit your response before continuing.	SUBMIT button	VO Begins SUBMIT button leads to feedback on knowledge check
	Correct! That's right! You selected the correct response.	Continue button	
	Incorrect That is incorrect. Please Try	Try again button	This layer is feedback for the first incorrect attempt.

	Again		
	Incorrect You did not select the correct response. The correct response is CLINICAL ENGINEERING	Continue button	If they miss the questions the 2nd time, this layer is the feedback.

9 Screen Title: Badge 1 Complete			
Audio:	On-Screen Text:	On-Screen Graphics:	Reviewer Comments:
Congratulations, you have earned the Defective Equipment Badge. Click “Next” to continue to badge 2.	Congratulations, you have earned the Defective Equipment Badge. Click the *NEXT* button to continue		VO Begins Electrical Safety Card present upon start. Badge 1 fades in on top of card.

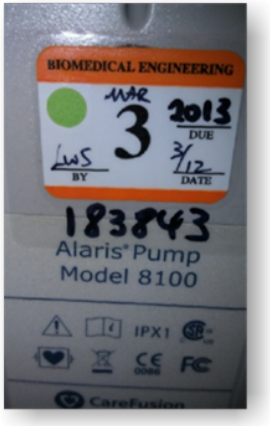
10 Screen Title: Badge 2 Intro			
Audio:	On-Screen Text:	On-Screen Graphics:	Description of Elements:
In the second set of scenarios, you will work to complete your Red Electrical Outlet Badge. Click “Next” to continue.	Badge 2 Recognize *red* electrical outlets and their function Click the *NEXT* button to continue		VO Begins Electrical Safety Card present upon start. Badge 2 fades in on top of card.

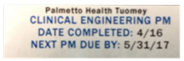
11 Screen Title: Red Electrical Outlets			
Audio:	On-Screen Text:	On-Screen Graphics:	Description of Elements:
Red electrical outlets indicate they are critical power and are backed up by emergency generators. All critical equipment should be plugged into a red electrical outlet. Please note: Extension cords present a tripping and electrical hazard, and should only be used in an emergency situation.	Title: Red Electrical Outlets Red electrical outlets indicate they are critical power and are backed up by emergency generators. All critical equipment should be plugged into a red electrical outlet. Extension cords present a tripping and electrical hazard, and should only be used in an emergency situation. Click the NEXT button to continue	 	Title and red outlet graphic are present upon start. Text fades in led by VO Electrical cord graphic fades in.

12 Screen Title: Knowledge Check 2			
Audio:	On-Screen Text:	On-Screen Graphics:	Description of Elements:
A red electrical outlet in a patient's room indicates what? After you have made your selection, click the "Submit Button".	A red electrical outlet in a patient's room indicates what? Emergency lighting Computer Equipment Emergency Power Source (correct) Disabled Outlet Note: You must submit your response before continuing.	SUBMIT button	VO Begins SUBMIT button leads to feedback on knowledge check
	Correct! That's right! You selected the correct response.	Continue button	
	Incorrect That is incorrect. Please Try Again	Try again button	This layer is feedback for the first incorrect attempt.
	Incorrect You did not select the correct response. The correct response is CLINICAL ENGINEERING	Continue button	If they miss the questions the 2nd time, this layer is the feedback.

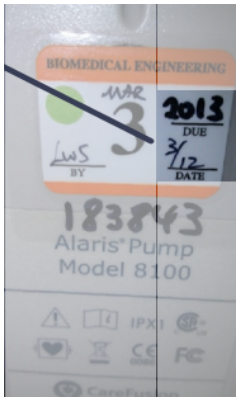
13 Screen Title: Badge 2 Complete			
Audio:	On-Screen Text:	On-Screen Graphics:	Description of Elements:
Congratulations! You have earned your Red Electrical Outlet Badge. When you're ready, click "Next" to continue to the third and final badge.	Congratulations! You have earned your RED ELECTRICAL OUTLET BADGE. Click the NEXT button to continue		Electrical safety card and title present at start VO Begins Electrical Safety Card present upon start. Badge 2 fades in on top of card.

14 Screen Title: Badge 3 Intro			
Audio:	On-Screen Text:	On-Screen Graphics:	Description of Elements:
In the third set of scenarios, you will work to complete your Preventive Maintenance Badge. Click "Next" to continue.	Badge 3 Recognize how and when to use a preventative maintenance sticker Click the *NEXT* button to continue		Electrical safety card, title, and objective present at start VO Begins Electrical Safety Card present upon start. Badge 3 fades in on top of card.

15 Screen Title: Preventive Maintenance Stickers			
Audio:	On-Screen Text:	On-Screen Graphics:	Description of Elements:
A preventive maintenance (PM) sticker shows when a device has received its most recent preventive maintenance and also shows the month and year of the next scheduled preventive maintenance. Click the red dots to learn more about each part of the sticker.	Title: Preventive Maintenance Stickers Date of most recent preventive maintenance. Month and year of the next scheduled preventive maintenance. Click the red dots on the sticker to learn more. Then click the NEXT button to continue (Labels for PM sticker) By (technician's initials) shows who completed the last inspection Control # same as barcode # Inspection Due one year from the date of the last inspection Date date of the last inspection You must click all 4 red dots before continuing.	Background Image Check marks as bullets for first two sentences  markers (4)	Background and title are present upon start VO Begins PM Sticker graphic fades in with VO OT fades in with VO Circle markers fade in on: • By: • Dute: • Date: • Bolded Control Number Labels for each marker appear upon user click of red dot

16 Screen Title: PM Sticker Variations			
Audio:	On-Screen Text:	On-Screen Graphics:	Description of Elements:
A preventive maintenance sticker may look like any one of the stickers shown below. When you're ready to continue, click "next".	PM Sticker Variations Click the NEXT button to continue	Background Image   	Background image and title present upon start. VO begins OG fade in

17 Screen Title: Situation 04			
Audio:	On-Screen Text:	On-Screen Graphics:	Description of Elements:
You're about to use this machine when you notice this preventive maintenance sticker on the back. Should you use the machine? Select the best option.	Situation 04:	Background Image 	Background image and title present upon start. VO begins, guiding: PM Sticker graphic fades in Buttons fade in Buttons lead to feedback layers below. YES and NO, respectively

		 Button: YES, use the machine Button: NO, do not use the machine	
<u>YES Layer</u> Double check those inspection dates! The safest option is to send the equipment to Clinical Engineering to have the preventive maintenance inspection completed. If the equipment is on wheels, take the equipment to Clinical Engineering. If the equipment is stationary, call Clinical Engineering to come perform the inspection.	Double check those inspection dates! (Larger text size) The safest option is to send the equipment to Clinical Engineering to have the preventive maintenance inspection completed.	Box highlighting the due date and previous inspection date on PM sticker. Arrow pointing to this area. 	Background image and title present upon start. VO begins, guiding OT fade in

<u>NO Layer</u> Exactly Right. It is not safe to use equipment that has an out of date inspection. The safest option is to send the equipment to Clinical Engineering to have the preventive maintenance inspection completed. If the equipment is on wheels, take the equipment to Clinical Engineering. If the equipment is stationary, call Clinical Engineering to come perform the inspection.	Exactly Right! (Larger text size) The safest option is to send the equipment to Clinical Engineering to have the preventive maintenance inspection completed.		Background image and title present upon start. VO begins, guiding OT fade in

18 Screen Title: Knowledge Check 3			
Audio:	On-Screen Text:	On-Screen Graphics:	Description of Elements:
Click on the part of the PM sticker that shows when the next Preventive Maintenance on this equipment is due.	Note: You must click your response before continuing.		Background image and title present upon start. VO begins Hotspots have hover states for learner to choose correct response
	Correct! That's right! You selected the correct response.	Continue button	
	Incorrect That is incorrect. Please Try Again	Try again button	This layer is feedback for the first incorrect attempt.
	Incorrect You did not select the correct response. The correct response is CLINICAL ENGINEERING	Continue button	If they miss the questions the 2nd time, this layer is the feedback.

19 Screen Title: Badge 3 Complete			
Audio:	On-Screen Text:	On-Screen Graphics:	Description of Elements:
Congratulations! You have completed the Preventive Maintenance Badge. When you're ready, click "Next" to continue.	Congratulations! You have completed the PREVENTIVE MAINTENANCE BADGE Click the NEXT button to continue		Electrical safety card and OT present at start VO Begins Electrical Safety Card present upon start. Badge 3 fades in on top of card.

20 Screen Title: Course Assessment			
Audio:	On-Screen Text:	On-Screen Graphics:	Description of Elements:
The next section will begin your 5 question assessment of this course. You must receive a passing score of 80% to complete the course. When you're ready, click "Begin Assessment".	Title: Course Assessment The next section will be a 5 question assessment of this course. You must receive a passing score of 80% to complete the course.	Button: Begin Assessment	Background image and OT present upon start. VO begins, guiding button fade in BEGIN ASSESSMENT button leads to next slide, starting the course assessment.

21 Screen Title: Question 1			
Audio:	On-Screen Text:	On-Screen Graphics:	Description of Elements:
It is only the job of Clinical Engineering department staff to ensure electrical equipment is safe to use.	Title: Course Assessment Question 1 of 5 It is only the job of Clinical Engineering department staff	Button: SUBMIT	All elements present at start SUBMIT button leads to the next assessment question.

	to ensure electrical equipment is safe to use. True False (correct) Click *SUBMIT* to continue		

22 Screen Title: Question 2			
Audio:	On-Screen Text:	On-Screen Graphics:	Description of Elements:
The medical equipment you are about to use is defective or inoperable. What do you do? Check all that apply.	Title: Course Assessment Question 2 of 5 The medical equipment you are about to use is defective or inoperable. What do you do? Check all that apply. (check) Fill out a red repair tag. (check) Complete a work order in Maintenance Connection to repair the equipment. (check) Send the equipment to Clinical Engineering. Unplug it and do nothing else. Click *SUBMIT* to continue	Button: SUBMIT	All elements present at start SUBMIT button leads to the next assessment question.

23 Screen Title: Question 3			
Audio:	On-Screen Text:	On-Screen Graphics:	Description of Elements:
Mobile equipment with an	Title: Course Assessment	Button: SUBMIT	All elements present at start

out-of-date Preventive Maintenance sticker should be taken to Clinical Engineering.	Question 3 of 5 Mobile equipment with an out-of-date Preventive Maintenance sticker should be taken to Clinical Engineering. True (correct) False Click *SUBMIT* to continue		SUBMIT button leads to the next assessment question.

24 Screen Title: Question 4			
Audio:	On-Screen Text:	On-Screen Graphics:	Description of Elements:
Select the items found on a Preventative Maintenance sticker:	Title: Course Assessment Question 4 of 5 Select the items found on a Preventative Maintenance sticker. Check all that apply. Date of manufacture (check) Control Number (check) Next preventive maintenance due date (check)The last service technician's initials Click *SUBMIT* to continue	Button: SUBMIT	All elements present at start SUBMIT button leads to the next assessment question.

25 Screen Title: Question 5			
Audio:	On-Screen Text:	On-Screen Graphics:	Description of Elements:

A red electrical outlet means:	Title: Course Assessment Question 5 of 5 A red electrical outlet means: High voltage outlet Critical power outlet (correct) Unsafe to use Only for non-critical equipment use Click *SUBMIT* to continue	Button: SUBMIT	All elements present at start SUBMIT button leads to results slide

26 Screen Title: Results			
Audio:	On-Screen Text:	On-Screen Graphics:	Description of Elements:
Congratulations! You earned a passing score. Click “Complete Course” to continue. OR You didn’t pass this time. You may choose to either retake the assessment or review the results.	Title: Results Your Score: _____ Passing Score: 80% _____ Congratulations, you passed! Click COMPLETE COURSE to continue OR You did not pass. Click the buttons to RETAKE or REVIEW the assessment results	 Button: Complete Course  Button: Retake Assessment Button: Review Results	All elements present at start VO begins RETAKE ASSESSMENT button brings the learner to the first assessment question REVIEW RESULTS button brings the learner to review their previous answer choices.

27 Screen Title: Course Completion			
Audio:	On-Screen Text:	On-Screen Graphics:	Description of Elements:

Congratulations! You have completed each badge on your Electrical Safety Card and passed the Electrical Safety Assessment. You have completed the course. Click the “Exit” button to end the course.	Congratulations!	  Button: Exit Course	Title present at start. VO begins, guiding OG EXIT COURSE button ends course.