

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 for both new and experienced Palmetto Health Team employees, helping new hires learn and providing a refresher for veterans who need to review electrical safety during their mandatory annual refresher training.

Main Objective: Make electrical practices safer in healthcare by using safety procedures and standards.

Learning Objectives:

1. List correct steps when handling defective equipment.
2. Restate red electrical outlet's specific purpose and parameters for use.
3. Identify how and when to use a Preventive Maintenance Sticker.

Seat Time: 15 - 20 minutes

Outline:

1. Welcome
 - a. Navigation
 - b. Learning Objectives
2. Electrical Safety general explanation
 - a. Scenario 1 Damaged Device Checklist Overview and with interactive activity (tabs)
 - b. Scenario 2 Red Repair Tags Procedure
 - i. Knowledge Check #1 Red Repair Tags Procedure (drag and drop)
3. Email Clinical Engineering
 - a. Knowledge Check #2: multiple choice: Which department should defective equipment be sent to?
4. Preventative Maintenance Overview
 - a. Preventative Maintenance sticker with interactive activity (hotspots)
 - b. Preventative Maintenance Mobile vs. Stationary Equipment with interactive activity (tabs)
5. Red Electrical Outlets Overview
6. Assessment – each question gets its own slide.
7. Results slide – features a review and retry button if a failed attempt.
8. Summary
9. Congratulations

Branding:

Template	Storyline 360 Custom Template				
Fonts	Titles: Arial (bold; headings) Body: Arial				
Colors	 #1F728F	 #F2F2F2	 #436773	 #0C3350	
Custom Buttons	Use classic Storyline player buttons. All buttons in the course have hover states and visited states.				
Images	All images should be realistic.				

eLearning Storyboard:

Electrical Safety Storyboard

1 Menu 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 Start.	[Slide Title] Electrical Safety [Buttons] START NAVIGATION	Background image of medical facility. Partially transparent overlay for text in the middle of the slide. Button 1: Navigation Tutorial Button 2: Begin Course	VO Begins Background video image of medical office plays. Title and transparent overlay fade in with intro music. VO directs the button fades in. The Navigation Tutorial button links to the navigation slide. The Begin Course button links to the objective slide. The Start button will jump to slide 1.3. The Navigation button will jump to the next slide (slide 1.2).

2 Menu 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”	[Slide Title] Navigation Tutorial Arrows point to PREV, NEXT, PLAY/PAUSE, Seekbar, and	Partially transparent background image of keyboard with rounded edges in the center.	Caption bubbles with text labels will fade in timed with their reference in the audio.

button. Use the seek bar to rewind a section. Click the Menu to move around in the course. Click the “Next” button to continue.	MENU Click the <i>NEXT</i> button to continue.	 Textboxes point to navigation buttons as audio describes each. 	
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3 Menu Title: Objectives			
Audio:	On-Screen Text:	On-Screen Graphics:	Description of Elements:
<u>Base Layer</u> In this course we will learn how to: • List correct steps when handling defective equipment. • Restate red electrical outlet's specific purpose and parameters for use. • Identify how and when to use a Preventive Maintenance Sticker. Let's get started.	[Slide Title] Objectives In this module we will learn how to: List correct steps when handling defective equipment. Restate red electrical outlet's specific purpose and parameters for use. Identify how and when to use a Preventive Maintenance Sticker.	Background image of hospital patient and staff using medical equipment. Partially transparent overlay	VO Begins Background photo present when screen begins. On the right side of the screen, the learning objectives text will fade in timed with the VO. The rectangle should use palette colors. At end of VO textboxes and graphics fly out to the left.

4 Menu Title: What is Electrical Safety?			
Audio:	On-Screen Text:	On-Screen Graphics:	Description of Elements:
Electrical Safety is the responsibility of ALL health team members, and ALL accidents should be reported, even when there is no injury.	[Slide Title] What is Electrical Safety? Electrical Safety is the responsibility of ALL health team members, and ALL accidents should be reported, even when there is no injury.	Background image 1  Fade out and fade into background image 2. Partially transparent overlay 	VO Begins Background photo present when screen begins. Textboxes fade in directed by VO. In the middle of the screen, the text will fade in timed with the VO. The rectangle should use palette colors.

5 Menu Title: Situation 01			
Audio:	On-Screen Text:	On-Screen Graphics:	Description of Elements:
Here's a situation. You notice the copier's electrical cord is slightly burned. Click on each step below to review the Damaged Device Checklist. When done click the Next button to continue. (1.5a Step 1) Right. damaged equipment should immediately be taken out of service.	[Slide Title] Damaged Device Checklist Here's a situation. You notice the copier's electrical cord is slightly burned. Click on each step below to review the Damaged Device Checklist. When done click the Next button to continue.	Semi-Transparent Background of a copier. Image with soft edges.  Fade out to white background with three boxed tabs. Three blue palette boxes to	Background image and title are present at start. VO Begins. Steps 1,2, and 3 have hover states and can be clicked on to flip as led by VO. Each rectangle is labeled with a relevant graphic below the title inside the rectangle when the user clicks, and it drops down

(1.5b Step 2) Your supervisor can take the appropriate steps to help get the equipment repaired and serviced. (1.5c Step 3) The sooner the vendor knows of the damage, the sooner they can begin the repairs.	Step 1 Take the equipment out of service. Step 2 Notify your supervisor. Step 3 Notify the appropriate vendor of the equipment damage. Click the <i>NEXT</i> button to continue	click to drop down content.	to appear. Add transparent rectangles over the tabs 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.
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6 Menu Title: Situation 02

Audio:	On-Screen Text:	On-Screen Graphics:	Description of Elements:
Let's review Red Repair Tags. In this situation the medical equipment you are about to use is defective or inoperable. First, fill out a Red Repair tag from the Mail room or from Supply and Distribution. Additionally, 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. Lastly, send the equipment with the Red Tag and work order to Clinical Engineering.	[Slide Title] Red Repair Tags In this situation the medical equipment you are about to use is defective or inoperable. First, fill out a Red Repair tag from the Mail room or from Supply and Distribution. Additionally, 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. Lastly, send the equipment with the Red Tag and work order to Clinical Engineering.	Semi-transparent Background Image of hospital room, red tag, work order, and a mobile medical equipment cart.  Text on a semitransparent blue rectangle on the middle of the slide.	Background image and title are present at start. Text on a semitransparent rectangle track the VO, with slide text fading in and out on time timeline, timed with the VO. The rectangle should use palette colors. The images of the red work tag, the work order, and the mobile cart are timed with the VO. Those three items have a motion path to fly to the right off the slide at the end of the timeline timed with “send the equipment” VO.

7 Menu Title: Red Repair Tags

Audio:	On-Screen Text:	On-Screen Graphics:	Description of Elements:
Let's complete a knowledge check on using a Red Repair Tag for defective equipment. Drag and drop each step in order below to review the procedure. When done click the submit button.	[Slide Title] Red Repair Tags Drag and Drop each step in order below to review the procedure. When done click the submit button. Step 1 (box with title) Step 2 (box with title) Step 3 (box with title) Step 4 (box with title) Stack of text boxes for items to be dropped. Drag items: [Step 1] Fill out a Red Repair tag from the Mail room or from Supply and Distribution. [Step 2] Complete a work order in Maintenance Connection to repair the equipment. [Step 3] Print a copy of the work order and attach it to the completed Red Tag. [Step 4] Send the equipment with the Red Tag and work order to Clinical Engineering.	Background Image is a Red Repair tag, then fade out to white background with four rectangles with a blue title listing steps 1-4. Matching boxes/drop items are at bottom of the slide.	This is a knowledge check slide on using a Red Repair Tag for defective equipment. The slide has a background image of a Red Repair tag and four rectangles with blue titles listing the steps 1-4. The learner is required to drag and drop each step in order to review the procedure. Direction slide text appears above the rectangles on the middle of the screen above the step 1-4 boxes. There will be 4 steps of the red tag procedure as drag items that the learner will need to sort between the four drop targets. They will be set in rectangles of one of the palette colors. The slide has three feedback layers depending on the learner's score. If the learner scores correctly, the correct feedback layer with a continue button will be shown. If the learner scores incorrectly, the try again feedback layer with a try again button will be shown. If the learner scores incorrectly again, the incorrect feedback layer with a continue button will be shown, which will

			display the correct sequence of steps. Allow 1 attempt in the form settings. Change the state of the drag items to hidden when the learner drops each item on any drop target. When the learner clicks Submit, it will show either the correct or incorrect feedback layer depending on the learner's score.
[1.7a] That's right. a copy of the Work Order needs to be attached to the Red Tag before sending it to Clinical Engineering.	[Correct layer] Correct. That's right. a copy of the Work Order needs to be attached to the Red Tag before sending it to Clinical Engineering.	Continue button	
[1.7b] Not quite. a copy of the Work Order needs to be attached to the Red Tag before sending it to Clinical Engineering.	[Try Again layer] Not quite. A copy of the Work Order needs to be attached to the Red Tag before sending it to Clinical Engineering.	Try again button	This layer is feedback for the first incorrect attempt.
[1.7c] Not quite. a copy of the Work Order needs to be attached to the Red Tag before sending it to Clinical Engineering.	[Incorrect layer] Not quite. a copy of the Work Order needs to be attached to the Red Tag before sending it to Clinical Engineering.	Continue button	The incorrect feedback layer will show the correct sequence of steps.

8 Menu Title: Email Clinical Engineering

Audio:	On-Screen Text:	On-Screen Graphics:	Description of Elements:
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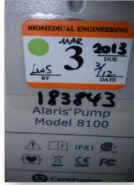
In addition to a paper copy, an electronic copy of the work order should be sent as well. Please send your email to Clinical Engineering.	[Slide Title] Email Clinical Engineering In addition to a paper copy, an electronic copy of the work order should be sent as well. Please send your email to Clinical Engineering at ce.cupport@tuomey.com.	Semi-Transparent Background Image Semi-transparent blue rectangle with text.	Background image and title are present at start. Text on a semitransparent rectangle track the VO, with slide text fading in and out on time timeline, timed with the VO. The rectangle should use palette colors.
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9 Menu Title: Knowledge Check			
Audio:	On-Screen Text:	On-Screen Graphics:	Reviewer Comments:
Let's quickly review. Which department should defective equipment be sent to?	[Slide Title] Multiple Choice Question Let's quickly review. Which department should defective equipment be sent to? Answer Choices • Clinical Engineering (correct) • Maintenance • Supply and Distribution • Operations	Blue palette bars on the top and bottom of the slide. Submit button below. Ron avatar on the right side.	Background should be a lightened palette color. Ron avatar is on right. Questions are on the left side. SUBMIT button leads to feedback on knowledge check
[1.9a] That's correct. Clinical Engineering is responsible for defective devices. Click continue to move on.	Correct. Clinical Engineering is responsible for defective devices.	Continue button. Ron avatar is happy.	
[1.9b] That's not right. Clinical	Incorrect	Try again button	This layer is feedback for the

Engineering is responsible for defective devices.	That is incorrect. Please Try Again		first incorrect attempt.
[1.9c] That's not right. Clinical Engineering is responsible for defective devices.	Incorrect. Clinical Engineering is responsible for defective devices.	Continue button. Ron avatar is unhappy.	

10 Menu Title: Intro to PM Sticker			
Audio:	On-Screen Text:	On-Screen Graphics:	Description of Elements:
Let's move on to preventive maintenance stickers. A Preventive Maintenance sticker shows when a device has received its most recent preventive maintenance. It also shows the month and year of the next scheduled preventive maintenance. Let's take a look.	[Slide Title] Preventive Maintenance A Preventive Maintenance (PM) sticker shows when a device has received its most recent preventive maintenance. It also shows the month and year of the next scheduled preventive maintenance.	Semi-Transparent Background Image of stationary hospital equipment. Semi-transparent blue rectangle with text. PM sticker to the right of the slide.	Use a random bars transition to have the slide come in. Background image and title are present at start. VO Begins. Show background image of stationary medical equipment. Use a zoom region to zoom in on the PM sticker. Fade in a semitransparent rectangle with the VO. Text flies in from right side text fading in and out on time timeline, timed with the VO. At end of VO textboxes and graphics fly out to the left.

11 Menu Title: Preventive Maintenance			
Audio:	On-Screen Text:	On-Screen Graphics:	Description of Elements:
A Preventive Maintenance sticker should have the	[Slide title] Preventive Maintenance	Semi-Transparent Background Image of now cropped	Title, background, and PM sticker fade in at the start.

following information filled in. Click on the different parts of the sticker to learn more. When done click the Next button.	Click on the different parts of the sticker to learn more. When done click the Next button.	stationary hospital equipment from slide 10. The PM sticker is in the middle. Semi-transparent blue rectangle with text for title at top left. PM sticker will have 4 markers for the user to click on. 	Text directions at the bottom fades in led by VO The 4 markers fade in led by VO.
[1.11a] The year of the next inspection. One year from the date of the last inspection.	[Marker 1 hover state] The year of the next inspection. One year from the date of the last inspection.	 markers (4)	Each marker is pulsing. When clicked, the outline of the circle turns white. When the user hovers over each marker, the text box pops out with VO.
[1.11b] The initials of the inspecting technician.	[Marker 2 hover state] The initials of the inspecting technician.		Each marker is pulsing. When clicked, the outline of the circle turns white. When the user hovers over each marker, the text box pops out with VO.
[1.11c] The date of the last inspection.	[Marker 3 hover state] The date of the last inspection.		Each marker is pulsing. When clicked, the outline of the circle turns white. When the user hovers over each marker, the text box pops out with VO.
[1.11d] The control number,	[Marker 4 hover state] The		Each marker is pulsing. When

which is the same as the barcode.	control number, which is the same as the barcode.		clicked, the outline of the circle turns white. When the user hovers over each marker, the text box pops out with VO.
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12 Menu Title: Situation 3			
Audio:	On-Screen Text:	On-Screen Graphics:	Description of Elements:
Click on the tabs in the event that a piece of medical equipment has an outdated Preventive Maintenance (PM) sticker.	[Slide title] Preventive Maintenance Click on the tabs in the event that a piece of medical equipment has an outdated Preventive Maintenance (PM) sticker. [Tab 1] MOBILE - Click for mobile equipment. [Tab 2] STATIONARY - Click for stationary equipment.	White Background image with semi-transparent blue rectangle with text for title at top left. Mobile hospital equipment tab and image is on the left side. Stationary hospital equipment tab and image is on the right side. Both tabs have a hover state.	Title, background, and PM sticker fade in at the start. Text directions at the top fades in led by VO The tabs and images fade in with VO.
[1.12a] If the equipment is mobile with an out of date Preventive Maintenance sticker, take it to Clinical Engineering to be updated.	[Tab 1 Mobile drop-down layer] Take the mobile equipment with an out-of-date Preventive Maintenance sticker to Clinical Engineering.	In the drop down state, hide the mobile equipment below, and show sharp clear photo of another mobile equipment above the explanation.	When the tab is clicked, the boxes will unfold down to reveal a clear photo, explanation text, and the VO.
[1.12b] If the equipment is stationary, call Clinical Engineering and someone will	[Tab 2 Stationary drop-down layer] If the equipment is stationary,	In the drop-down state, hide the stationary equipment below, and show sharp clear	When the tab is clicked, the boxes will unfold down to reveal a clear photo,

perform a preventive maintenance on the equipment before it goes to the patient.	call Clinical Engineering and someone will perform a preventive maintenance on the equipment before it goes to the patient.	photo of another stationary equipment above the explanation.	explanation text, and the VO.
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13 Menu Title: Red Electrical Outlets

Audio:	On-Screen Text:	On-Screen Graphics:	Description of Elements:
Let's review red electrical outlets. Red electrical outlets are connected to an emergency power source. The red indicates they are critical power and backed up by emergency generators. All critical equipment should be plugged into a red electrical outlet. Please note when using a red electrical outlet, avoid using extension cords. Extension cords present a tripping and electrical hazard and should only be used in an emergency situation.	[Slide title] Red Electrical Outlets [text box 1] Red electrical outlets are connected to an emergency power source. The red indicates they are critical power and backed up by emergency generators. All critical equipment should be plugged into a red electrical outlet. [text box 2] When using a red electrical outlet, avoid using extension cords. Extension cords present a tripping and electrical hazard and should only be used in an emergency situation.	Background image of hospital room with semi-transparent blue rectangle with text for title at top left and a second one in the middle for the text. Mobile hospital equipment image and red electrical outlet is below the text. 	Use a random bars transition to have the slide come in. Background image and title, and the red outlet are present at start. Semi-transparent blue rectangle with text fades in and out with the VO. Animate fly in image of mobile medical equipment from the left side. Use a yellow rectangle to highlight red outlet led by VO. Include triangle image "Please Note!" inside the text box when the VO mentions extension cords.

14 Menu Title: Quiz

Audio:	On-Screen Text:	On-Screen Graphics:	Description of Elements:
Let's test your knowledge. The next slide is the first of five	[Slide title] Final Graded Quiz	Blue palette bars on the top and bottom of the slide.	Background images and text present upon start.

review questions of things you learned. a score of 80% is needed to Pass. You may use the menu to review the course before the quiz. When ready, click on the next button to begin the quiz.	There are 5 questions in this quiz. Questions have varied format. A score of 80% is needed to Pass. Use the menu to review the course. Click on Next to begin the quiz.	Background image person using clipboard with semi-transparent blue rectangle with text for title at top left and a second one in the middle for the text.	VO begins. Next button leads to next slide, starting the course assessment.
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15 Menu Title: Question 1 (hidden in menu)			
Audio:	On-Screen Text:	On-Screen Graphics:	Description of Elements:
	Slide Title: Question 1 Which department should defective equipment be sent to? • Supply & Distribution • Operations • Security Services • Clinical Engineering (correct)	Blue palette bars on the top and bottom of the slide. Button: SUBMIT	All elements present at start. SUBMIT button leads to the next assessment question. Note: meets objective "Citing correct steps when handling defective equipment."

16 Menu Title: Question 2 (hidden in menu)			
Audio:	On-Screen Text:	On-Screen Graphics:	Description of Elements:
	Slide Title: Question 2 Is the following statement true or false? Mobile equipment with an	Blue palette bars on the top and bottom of the slide. Button: SUBMIT	All elements present at start. SUBMIT button leads to the next assessment question.

	out-of-date Preventive Maintenance sticker should be taken to Clinical Engineering. True (correct) False		Note: meets objective "Identifying how and when to use a Preventive Maintenance Sticker."
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17 Menu Title: Question 3 (hidden in menu)

Audio:	On-Screen Text:	On-Screen Graphics:	Description of Elements:
	Slide Title: Question 3 What is the correct sequence when the medical equipment you are about to use is defective? [3 drop down options/ Below is the correct order.] 1. Fill out a red repair tag. 2. Complete a work order in Maintenance Connection. 3. Attach a copy of the Work Order and the Red Tag to the equipment and send it to Clinical Engineering.	Blue palette bars on the top and bottom of the slide. Button: SUBMIT	All elements present at start. SUBMIT button leads to the next assessment question. Note: meets objective "Citing correct steps when handling defective equipment."

18 Menu Title: Question 4 (hidden in menu)			
Audio:	On-Screen Text:	On-Screen Graphics:	Description of Elements:
	Slide Title: Question 4 What is a red outlet used for in a patient's room? • Computer equipment • Emergency lighting • An emergency power source [correct] • A cell phone booster	Blue palette bars on the top and bottom of the slide. Button: SUBMIT	All elements present at start SUBMIT button leads to the next assessment question. Note: meets objective "Restating red electrical outlet's specific purpose and parameters for use."

19 Menu Title: Question 5 (hidden in menu)			
Audio:	On-Screen Text:	On-Screen Graphics:	Description of Elements:
	Slide Title: Question 5 Is the following statement true or false? A Preventative Maintenance sticker will show when the next inspection is required. True [correct] False	Blue palette bars on the top and bottom of the slide. Button: SUBMIT	All elements present at start SUBMIT button leads to results slide Note: meets objective "Identifying how and when to use a Preventive Maintenance Sticker."

20 Menu Title: Quiz Results (hidden in menu)			
Audio:	On-Screen Text:	On-Screen Graphics:	Description of Elements:

[1.20a] Good job, you passed. Click Review to see your results or click Continue to move on. OR [1.20b] SORRY, YOU DID NOT PASS THIS COURSE. Click Review to see your results or click retrye to take the quiz again.	Title: Quiz Results [Base layer] Your Score: _____ Passing Score: 80% [[1.20a] Success layer] GOOD JOB! YOU PASSED THE COURSE Click Review to see your results or click Continue to move on. [[1.20b] Failure layer] SORRY, YOU DID NOT PASS THIS COURSE. Click Review to see your results or click Retry to take the quiz again.	Blue palette bars on the top and bottom of the slide. Transparent gradient blue rectangle with text for results in the middle of the slide. [[1.20a] Success layer]  Button 1: Review Button 2: Continue [[1.20b] Failure layer]  Button 1: Review Button 2: Retry	All elements present at start. VO begins Retry button brings the learner to the first assessment question REVIEW RESULTS button brings the learner to review their previous answer choices.
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21 Menu Title: Summary			
Audio:	On-Screen Text:	On-Screen Graphics:	Description of Elements:
Let's summarize what we learned today. You learned how to: Cite correct steps when handling defective equipment. Restate red electrical outlets specific purpose and parameters for use. Identify how and when to use a Preventive Maintenance	Slide Title: Summary In this course we learned how to: Cite correct steps when handling defective equipment. Restate red electrical outlets specific purpose and parameters for use. Identify how and when to use a Preventive Maintenance	Background image of hospital room with semi-transparent blue rectangle with text for title at top left and a second one in the right for the text.	Title and background present at start. Blue text box fades in. VO begins, guiding the text to fly in from the right.

Sticker.	Sticker.		
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22 Menu Title: Conclusion			
Audio:	On-Screen Text:	On-Screen Graphics:	Description of Elements:
Congratulations, you have successfully completed the Electrical Safety Course. You may now exit the course.	Slide Title: Congratulations Congratulations, you have successfully completed the Electrical Safety Course. You may now exit the course.	Background image of hospital staff smiling with semi-transparent blue rectangle with text in the middle of the slide. Button 1: RESTART COURSE Button 2: EXIT	Title and background text present at start. VO begins. Blue text box zooms into center of the slide.