T&D Instructional Design Project Plan Template

Project Title:

Patient Medical Waste Containers and Handling

Project Goal:

Educate & Assess Service Providers and Virtual RNS on:

- The expected medical waste containers to be delivered and used during a patient's hospital alternative care stay
- Types of items to be disposed of in the medical waste and sharps containers
- Proper setup, documentation, handling and shipping of medical waste containers

This interactive eLearning module will serve as a prework foundation for service providers responsible for the delivery, set up, and pick up of medical waste containers allowing for time in the SP academies to focus on hands on experience.

Stakeholders & Roles

Role	**Name(s)/Team**	**Responsibilities**
T&D Team	Sara	Design & manage training, Upload/manage in MHLA (for eLearning)
SME	Jon J Lisa N	Provide content expertise and represent end users
Product/Process Owner	Jon J	Product/process insight
Leadership Sponsor	Jon J	Provide leadership support, remove barriers, ensure overall completion

Learning Objectives

(What should learners be able to do? Use Bloom's Taxonomy and verbs.)

Service Providers will be able to:

- Properly unpack and set up the medical waste containers
- Instruct patients on the types of waste that is to go into each container, providing examples when appropriate.
- Simulate the steps necessary to prepare medical waste containers for shipment upon removal from patient home.
- Properly complete the manifest

Virtual RNs will be able to:

- Identify the medical waste containers provided
- Instruct patients on the types of waste that is to go into each container, providing examples when appropriate.
- Advise SP on proper documentation and steps for packaging medical waste containers
- Locate and document the Manifest number in Cesia

Timeline of Milestones (Recommended 4–6 Weeks)

Milestone	**Target Week**	**Key Tasks/Deliverables**
Kickoff & Analysis	Week of 8/18	Stakeholder alignment, learner analysis
Design Sign-off	Week of 8/25	Objectives, outline, delivery plan, schedule/dates
Content Development	Weeks of 9/1 & 9/8	Script, storyboard, assets
Pilot Testing	Week of 9/15	Internal UAT, feedback, revisions
Launch & Evaluation	Week of 9/22	Go-live, survey, usage tracking

Deliverables & Plan

Deliverable	**Delivery Method**	**Duration**	**Due Date**	**Hyperlink to Materials or Folder**
eLearning Course	eLearning via MHLA	30 mins		
Assessment	MHLA	5 mins		

Content Outline – Service Providers

Topic	**Key Learning Points Covered**
Introduction to the course	**Visual:** Outline/checklist of objectives from above: **Key Points:** ● Aware of the medical waste containers used in the program ● How to set up the containers ● How the containers should be used ● How to secure and handle containers ● Proper preparation for removal and shipment ● Proper completion of manifest documentation

Introduction to Medical Waste Containers used in HAC programs	**Visual:** Still image of the components of the standard med waste package with voice over or text introducing the packet. **Key Points:** Medical Waste containers are brought in and set up in the patient's place of care upon admission to a Hospital Alternative Care program. The medical waste box includes a medical waste and sharps container. ● The size of the medical waste container and the number of sharps containers vary by market. These are an important part of the supplies brought into the home to ensure proper disposal of used sharps and medical waste.
Medical Waste Unboxing & Set up	**Visual:** Unboxing video explaining how/what to remove and to save the original packaging and extra contents for later. (put the zip tie and instructions btw the box and the plastic bag) **Key Points:** The box the med waste containers come in originally will be used again later when preparing the waste containers for disposal. Please keep the outer box that has a pre-paid postage label on it as well as the inner protective box, plastic bag, provided zip tie, waterproof tape, instructions, and manifest paper. **Visual:** Warning box: Keep all the contents for use upon remove. Do NOT throw away (zip ties, bag, boxes, etc.) Once unboxed, there are two additional steps: 1) Take a picture of the manifest ID which the VRN will refer to enter into the patient profile in Cesia. 2) Place the medical waste and sharps containers in a safe, secure place, out of reach of children and pets. They are typically placed near the patient supply box **Visual:** Video of the Checklist item to take picture of manifest, video of SP taking a picture of the manifest. Video of VRN with splice to VRN navigating Cesia to view the image in Media and enters the number in Cesia patient profile (show Cesia image of checklist items and the patient profile fields) **Key Points:** The Manifest has an id. Take a picture with the tablet for record. When checking in via the tablet with the command center VRN, provide them with the manifest id and they will transcribe it in Cesia. **Visual:** Important message box with message about importance of manifest if

	Key Points: Manifest ID is a unique id associated with each medical waste kit. It is important to capture and associate the manifest ID with the patient profile in Cesia for record of where the medical waste originated.
What is Medical Waste	**Visual:** Stills of examples of various types of trash with headers for each type of trash they are (garbage or medical waste) **Key Points:** During a patient's Hospital Alternative Care (HAC) stay, both garbage and medical waste will be produced. Not all garbage from a HAC stay needs to go into the medical waste containers. Certain types of waste should be disposed of in the medical waste containers, while other waste can safely and appropriately go into the patient's home garbage. Garbage is considered everyday trash that is generated by a person that is not hazardous, infectious, or contaminated with blood or other bodily fluids. Things like leftover food, paper towels from cleaning up a spilled drink, water or beverage bottles, unused gauze/bandage, clean plastic or paper supply packaging, paper instructions (not containing patient information), tube pump packaging Medical Waste consists of items that have been contaminated with blood, bodily fluids, or infectious pathogens, posing risk to the public or environment if they are not handled properly. Examples of medical waste items: PPE, IV Bags, saturated gauze, disposable gloves used during medical procedure, used blood vials, cotton swabs with blood or bodily fluid, lancets from glucose test, controlled substance neutralizer, anything with patient labels. Sharps: IV Catheter – do not put the vacutainer in (demo video?) **Activity: Sorting Trash** Series of images from the examples above for garbage, med waste and sharps to be sorted into 3 other labeled images - trash can, medical waste container, sharps container
Educating Patient on Medical Waste	**Visual:** Scenario block or series of images with multiple choice questions where the medic talks to patient and learner chooses the right information to share with the patient.
Repacking, Securing and Delivering the medical waste containers	**Visual:** Video of sharps container being locked (capped) and placed in the waste container then placed in the plastic bag provided and sealed with the zip tie, insert the package into the inner box (not labeled) and then insert into the outer box sealing it with the provided waterproof tape. **Key Points:**

	1) Gather medical waste containers – securing the sharps container within the medical waste container 2) Place medical waste in provided plastic bag and secure with zip tie 3) Place medical waste container in provided inner box 4) Place inner box within outer box (this box has shipping label) 5) Close the box by closing each flap based on the number on the flap (close flap 1, then 2, then 3 and finally flap 4) 6) Use the waterproof tape to securely close the shipping box **Visual:** Video of tablet discharge checklist showing the steps for signing the manifest cuts to video showing the manifest being signed, keeping the gold copy, secured in the plastic pouch on the outside of the outer box and seal the pouch. Video of VRN confirming steps are complete. **Key Points:** 1) Sign & complete the manifest, keeping the gold copy 2) Secure the completed manifest in the pouch on the side of the shipping box Drop off the shipping location based on the pre-printed label (USPS, FedEx, UPS) **Visual:** Still image of the boxes pre-printed shipping label **Visual:** Stills of the steps to repack & secure the waste **Activity:** Download Checklist that lives in the Shorts Channel (this activity is dependent on if the box has checklist on it – if it does, do not need to replicate it as a resource?) ~~**Activity: Order the process steps**~~ ~~Steps with images that the learner must place in the appropriate order:~~
Summary	**Visual:** Checklist Summary of key points **Key Points:** - Upon admission, keep the original box and all the contents, including the instructions and zip ties. These will be used again at discharge. Do not throw them away.
Wrap up	**Visual:** Congratulations image for completing the course

Unboxing Video Steps:

1. Open the outer box it is shipped in.
2. Pull out all contents.
3. Identify contents that need to be saved for later.
    a. Outer box with pre-paid postage label on it
    b. Inner protective box
    c. Plastic bag
    d. Zip tie
    e. Waterproof tape
    f. Instructions
    g. Manifest paper
    h. Waste box
    i. Sharps box(es)
4. Place zip tie and instructions between the box and the plastic bag?
5. Add note onscreen to locate a place in the patient's home near the supplies for the medical waste and sharps, noting to keep it out of reach of pets and children if possible.

Unboxing Video Script:

When unboxing the medical waste containers, you will find a box within a box.

When you open the plain cardboard interior box, remove the large red medical waste container.

Inside the box underneath the red container you may find an item or two. This includes a zip tie to use when repackaging the medical waste.

Inside the red container, you will find a lid to secure the contents, at least one container designed to hold sharps, waterproof tape to reseal the box when the container is full, and cloths to clean any drips or spills. Finally, you will have a large plastic bag.

To assemble the medical waste materials, first put the lid on the large red container and latch it tightly. You will use the circular hatch in the top to open it and discard waste.

Next, save the zip tie and waterproof tape in another location. This could be in the bottom of the box or taped to the lid.

Open the plastic bag and place the large red medical waste container inside of it.

Then, place the container inside the bag, into the cardboard box and arrange the plastic around it – you can drape the plastic around the sides of the box to avoid spills as well.

*Take close-up photo of manifest so you can point out where to find the ID.

Video of VRN finding Manifest photo:

1. Send manifest photo to Ben and ask him to take a photo with the tablet.
2. Ensure kit is assigned to a patient.
3. Confirm photo appears in Media tab for patient
4. Record screenshare video of Cesia: going to media tab, pulling up manifest photo, highlighting number, entering into Cesia patient profile.

Reboxing Shoot order:

1. Closing sharps putting into red waste container, open plastic bag
2. Plastic bag on waste container, closing sharps and putting into red waste container
3. Waste container in plastic bag in box 1, remove from box and pull items from bottom.
4. Plastic bag on waste container, zip tie
5. Place bagged container into box 1
6. Place box 1 into outer box, show where to tape box

Repackaging Video Script:

To repackage your medical waste containers once they are full, close the sharps container and put it inside the red waste container, securing the lid afterward.

Next Locate your zip tie and waterproof tape to help you reseal the box. Secure the plastic bag around the waste container with the zip tie, and then close the interior cardboard box.

Finally, place the interior box into the exterior box. Close the exterior box and use the waterproof tape to secure it.

Signing Manifest:

1. Locate the manifest
2. Fill out the manifest form.
3. Sign the manifest
4. Keep the gold copy
5. Secure manifest in plastic pouch on the outside of the outer box.
6. Seal the pouch

Manifest Script:

The medical waste manifest can be found in a plastic pouch on the outside of the exterior box.

Remove it, fill it out, and keep the gold copy for yourself.

Secure the other manifest copies back in the plastic pouch and use the tape to seal it.