

Design Document for Electrical Safety

<i>Business Purpose</i>	This training will be used with workers in the medical offices of Palmetto Medical to provide staff with the knowledge and skills required to report incidents related to electrical safety. According to the National Fire Protection Association (NFPA), electrical malfunction or failure was the leading factor in medical facility fires, accounting for 19% of fires between 2009 and 2013. This training program will help workers recognize potential hazards, understand the importance of electrical safety, and report any incidents promptly. This will not only protect the workers and patients but also ensure the continuity of the medical office operations. Employees in medical offices will have the information and abilities necessary to do the following after finishing this training program: • how to report incidents related to electrical safety. • how to identify potential hazards. • how to take necessary precautions to ensure a safe and secure work environment in different electrical safety scenarios.
<i>Target Audience</i>	Palmetto Health Team employees who need to review electrical safety during their mandatory annual refresher training.
<i>Training Time</i>	15 - 20 minutes • The number is based on both the quantity of slides in the course and the level of complexity of the content.
<i>Training Recommendation</i>	1 e-Learning course • An e-Learning course is the best option for this training, to allow new hires to take the training at any time as well as current employees to take this course as their schedule allows. • Final assessment.
<i>Deliverables</i>	• 1 e-Learning course - o Storyboard including script. - o Developed in Articulate Storyline. - o Includes voice-over narration. - o Final assessment.
<i>Learning Objectives</i>	1. Cite 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.

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<i>Training Outline</i>	1. Welcome 2. Navigation 3. Learning Objectives 4. Electrical Safety general explanation 5. Scenario 1 Damaged Device Checklist Overview and with interactive activity (tabs) 6. Scenario 2 Red Repair Tags Procedure 7. Red Repair Tags Procedure with Knowledge Check #1 (drag and drop) 8. Email Clinical Engineering 9. Knowledge Check #2: multiple choice: Which department should defective equipment be sent to? 10. Preventative Maintenance Overview 11. Preventative Maintenance sticker with interactive activity (hotspots) 12. Preventative Maintenance Mobile vs. Stationary Equipment with interactive activity (tabs) 13. Red Electrical Outlets Overview 14. Assessment – each question gets its own slide. 15. Results slide – features a review and retry button if a failed attempt. 16. Summary 17. Congratulations
<i>Assessment Plan</i>	Level 2: 2 Knowledge Checks: 1. Drag and drop the Red Repair Tag Procedure. 2. Which department should equipment be sent to? 5 Question Quiz at the end. Questions have varied format of multiple choice, and matching drop down. A score of 80% is needed to pass. Learners will have an unlimited number of attempts on the final assessment. 1. Which department should defective equipment be sent to? 2. Is the following statement true or false? Mobile equipment with an out-of-date Preventive Maintenance sticker should be taken to Clinical Engineering. 3. What is the correct sequence when the medical equipment you are about to use is defective? 4. What is a red outlet used for in a patient's room? 5. Is the following statement true or false? A Preventative Maintenance sticker will show when the next inspection is required. Level 3 Assessment: Observations

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	• A supervisor will shadow a new employee in the first two weeks of work and mark off on a checklist, whether the employee is completing the necessary safety checks on equipment. • If the employee is not new, it will be within four weeks of completing this training. • Around the new employee's 3-month, 6-month, and year anniversary and every year after, the supervisor will randomly check to ensure that the employee is still completing the safety checks. • If the employee is not new, it will be 3 months and 6 months from completing this training, and then around the employee's yearly anniversary of employment.
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