



Patient Education Solutions

ExitCare Onsite Training Checklist

Place X if Met	Issue/Topic to Cover
	1. Hardware & Software
	Meet PC hardware & software meet/exceed minimums for all departments using ExitCare, including training. (See Document G - Computer System Requirements & Recommendations;).
	a. Printers ready to go
	i. Color and/or black and white
	ii. Special Rx paper stock ready (if needed)
	b. Data (server) backup systems in place
	c. FAXING / E-Mailing: If planning on e-mailing or faxing Rx forms or discharge info, have fully MAPI compliant e-mail program (e.g., Outlook) and/or
	2. Training
	a. Hardware
	i. PC's meet/exceed hardware/software minimums
	ii. LCD projector for Instructor PC, plus screen/wall available for projection
	iii. Training Room Instructor PC has speakers/sound for Inservice CD
	b. Training Room (adequate space for your size groups)
	c. Students
	i. Decide who will be using program, doctors and/or nurses?
	ii. Are appropriate people aware of training & signed up?
	iii. Are appropriate lead doctors and nurses included in this training process, and will they ensure that the right students actually attend?
	3. IS/IT Support
	a. IS/IT is aware of onsite training dates.
	b. IS/IT staff person be available for working side by side with our trainer (admin passwords, printer driver setups, network user accounts, mapping drives, sharing resources, etc.).
	c. Name of staff person available: _____
	d. Install, rollout plan (which departments and which hardware), and updating scheme, understood and decided on.
	e. Time and Place for our Onsite Trainer to Start, plus facility Contact Name: _____ _____ _____