



## Onboarding Checklist



### Project Lead Meeting

**A meeting to establish the next steps towards a successful and timely launch**

- Determine stakeholder's names, titles, and e-mail addresses
- Determine goal launch timeframe

### Stakeholder Meeting

**To get key players on board with the next steps**

- Determine if there is anything else that needs to be done for installation, such as getting IT involved to install links
- Discuss access to our mobile version of SafeDose and see if it is something you are interested in
- Determine how your facility would like to proceed with training
- Discuss any wanted customization
- Set Go Live Date

### Pharmacy

- Optional addition of facility notes or customization. Jacci Patterson our COO would be the contact for this - [jpatterson@safedoseinc.com](mailto:jpatterson@safedoseinc.com)

### IT Specialist

- Implements a link into the EHR or with an icon on the computer desktop for all computers/tablets (including in the medication rooms and crash carts) that will be used by staff
- Adds link or app onto facility owned smart phones and tablets used by the clinical team

### Schedule Training

- Nurse educators or nurse managers typically handle this scheduling. Any clinical staff (nurses, providers, pharmacists) that will be using SafeDose should attend. Contact Amanda Simmons, the Director of Client Services to schedule training sessions - [asimmons@safedoseinc.com](mailto:asimmons@safedoseinc.com)

### Attend Training

### Go Live!