SafeDose

eBroselow
Be Sure

SafeDose Onboarding

Implementation Guide

Five Easy Steps

Project Lead Meeting → **Stakeholder Meeting** → **Schedule Training** → **Attend Training** → **Go Live!**
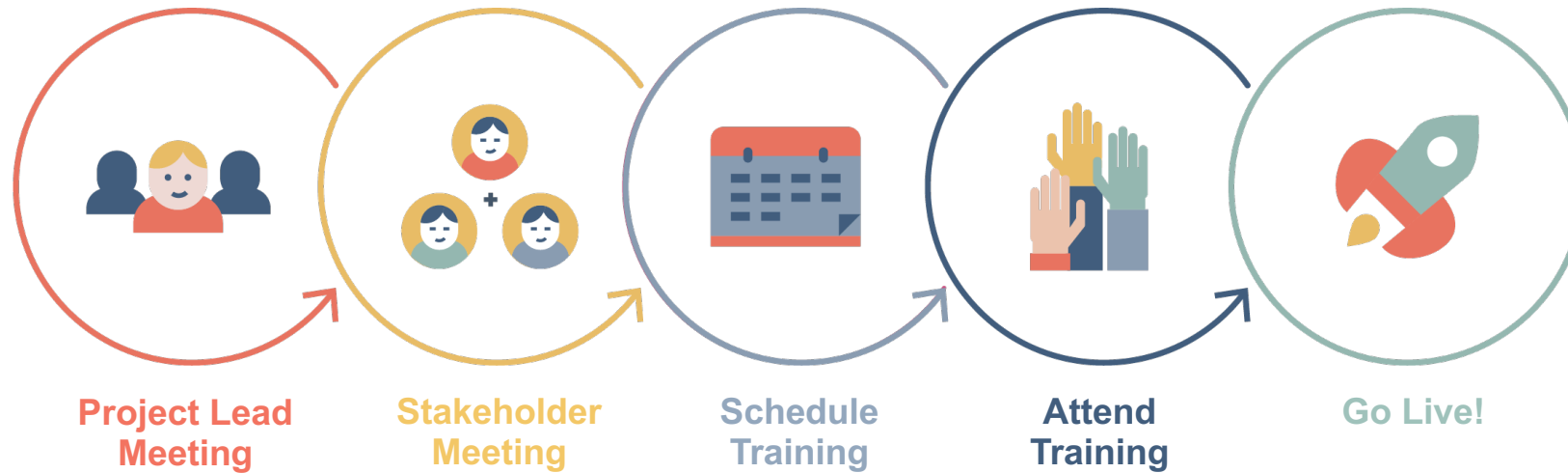
How long is this going to take to get up and running?

Project Lead: 2 hours to gather contacts and attend meetings
Stakeholders: 1 hour to attend stakeholder meeting
Clinical Lead: 2 hours to attend stakeholder meeting and to schedule staff training
Pharmacy: Optional addition of facility notes or customization. Time required depends on the facility's request.
IT Specialist: 30 minutes to set up links
Medical Staff: 1 hour to attend training or view training video.

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What is your role?

PROJECT LEAD

Responsibilities: To ensure that staff complete assigned tasks in a timely manner, facilitate discussions between your facility and SafeDose, schedule meetings, and track action items and deliverables.

What you need you to do:

- Send us contact information for other key contacts that will become stake holders at your facility. This usually includes team members such as a Clinical Lead, IT Specialist, and Pharmacy Liaison You can e-mail Amanda Simmons, Director of Client Services at asimmons@safedoseinc.com

- Attend a project lead meeting

- Determine goal launch timeframe

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What is your role?

CLINICAL LEAD

Responsibilities: To be the main clinical contact for SafeDose at your facility and to ensure that training is scheduled to maximize attendance. Also, to ensure that new staff attend the monthly Zoom trainings as needed.

What you need you to do:

- Attend Stakeholder meeting

- Contact Amanda Simmons, Director of Client Services to set up facility specific trainings, integrate SafeDose learning into your hospital's current learning management system to help with new team member on boarding as well as annual education, and to get on your client list for the monthly Zoom training invitations: asimmons@safedoseinc.com

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What is your role?

PHARMACIST

Responsibilities: To help incorporate SafeDose into the medication flow at your facility.

What you need you to do:

- If your facility purchased professional customization services from SafeDose, provide customization information or conduct self-customization depending on the needs of your facility. Contact Jacci Patterson our COO at jpatterson@safedoseinc.com

- Help schedule pharmacy staff for training sessions if SafeDose will be used in the pharmacy as well. Contact Amanda Simmons, Director of Client Services at asimmons@safedoseinc.com

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What is your role?

IT SPECIALIST

Responsibilities: To ensure that staff can easily access SafeDose by the launch date.

What you need to know about SafeDose:

- SafeDose is a cloud-based website that is compatible with any browser or computer.

- No software install is necessary.

- No patient-specific information is stored, there are no HIPPA violation concerns.

What you need you to do:

- Bookmark your facility's SafeDose link and add it to the desktops that need it

- Add the SafeDose desktop icon

- Add your facility's link to the hospital's intranet

- If cookies are blocked by default, unblock them for the safedoseinc.com domain

- Work with your EHR company if you would like to integrate a link into that for SafeDose

- Add the SafeDose app to hospital-based smartphones and tablets if requested

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Step 1: Project Lead Meeting

Meeting Goal: To firmly establish the necessary next steps towards a successful and timely launch.

Meeting Agenda:

- Determine stakeholders
    - Clinical Lead- name and email address
    - IT Specialist- name and email address
    - Pharmacy Liaison- name and email address
    - Anyone else that we would need to have involved in moving forward

- Determine launch timeline

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Step 2: Stakeholder Meeting
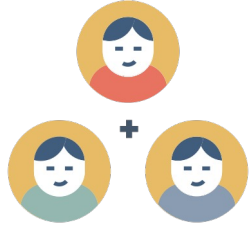
Meeting Goal: To get the key players on board with the next steps. Project lead and all stakeholders should attend this meeting.

Meeting Agenda:

- Determine whether anything else needs to be done for installation

- Discuss any desired customization

- Discuss access to mobile version and if it should be included in implementation

- Determine how your facility would like to conduct initial SafeDose training

- Discuss if the IT Specialist needs any more information to get SafeDose links installed properly and their timeline

- Set Go Live date

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Step 3: Schedule Training

Meeting Goal: To ensure that the amount of team members that can attend training is maximized.

- Schedule Zoom training sessions with Amanda Simmons, Director of Client Services. asimmons@safedoseinc.com

- Make sure all equipment needed for training sessions is secured. Such as computers, conference room if needed, and projector if needed

- Discuss how your team will continue with SafeDose training. Moving forward with new team member onboarding and options to implement SafeDose training into your annual education within your facility's learning management system

- On site training is an option, please contact us to discuss on-site training options

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Step 4: Attend Training Sessions

Training Goal: To ensure that the team understands how to incorporate SafeDose into their daily workflow.

Training Agenda:

- System navigation
- Dosing grid overview
- Continuous infusions
- Mixing instructions
- Resuscitation algorithms and code recorder
- Quickdose sheets

- RSI
- Burns
- Neonatal resuscitation
- Quick reference guide
- Training resources

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Step 5: Go Live!

Your facility is ready to launch SafeDose!

How to make sure that SafeDose in incorporated into the daily workflow:

- Make sure SafeDose links are easily accessible, including in the medication rooms and on or near the crash carts

- Ensure that new team members get onboarding training with SafeDose

- Add SafeDose to your team's annual education

- Talk about SafeDose usage quarterly with your team during team meetings or huddles

- Use SafeDose during pediatric simulation practice

- Add reminders in work areas
  - Flyers posted in breakrooms or staff bathrooms
  - Make SafeDose Badge Buddies to attach to the back of your team's badge

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Questions?
Suggestions?

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info@safedoseinc.com

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