

CLINIC SITES

Clinic Staff Training Roll-Out Plan

DPNCheck®



SUCCESS FRAMEWORK – CLINIC STAFF TRAINING CHECKLIST

Days 1-10 TIP: Ensure <i>training kits</i> are ordered through DPNCheck Business Development	Days 11-20 TIP: Use of reference guides (<i>Positioning Guide, Interpretation Guide, Error Codes</i>)	Days 21-31 TIP: Staff is prepared with final follow up questions in preparation of training sign-off
<input type="checkbox"/> Unpack device package(s)/ Set up devices	<input type="checkbox"/> Super User provides onsite device testing demo for staff <i>(patient positioning, device interpretation and EMR documentation)</i>	<input type="checkbox"/> Staff presents any open training/clarification questions related to the device and patient protocol
<input type="checkbox"/> Distribute corporate-wide communication to staff on DPNCheck program goals and training roll-out	<input type="checkbox"/> Super User reviews troubleshooting and maintenance tasks with use of provided reference guide(s)	<input type="checkbox"/> Super User provides oversight of first patient-direct test conducted by each testing staff member
<input type="checkbox"/> DPN SME trains corporate trainer to support broad local staff “Super User” clinic training roll-out	<input type="checkbox"/> Super User ensures staff is competent on patient interaction & handling <i>(e.g. why test being conducted/what to expect)</i>	<input type="checkbox"/> Super User ensures staff accurately conducts first patient test, and dialogues appropriately with patient
<input type="checkbox"/> Staff views Device Training Video/ Live Patient Demo Video	<input type="checkbox"/> Super User provides staff hands-on practice session(s) to gain familiarity & confidence with device & testing	<input type="checkbox"/> Super User ensures staff accurately records patient test results
<input type="checkbox"/> Corporate trainer conducts demo for identified clinic “super user(s)” in preparation of clinic staff roll-out	<input type="checkbox"/> Super User provides real-time coaching to ensure staff is skilled with end-to-end patient testing/protocols	<input type="checkbox"/> Super User awards staff member with training certificate upon demonstration of competency of patient test <i>(e.g., patient testing & recording results)</i>