

Hospital Template Training

Pre-Event Staff Training

- Briefly summarize or list training and exercise requirements for emergency response
 - Incident Command System
 - Emergency Communication Equipment and Data systems
 - Security
 - Resilient Staff
 - Emergency Response Plan Overview
 - Infection Control
- Define which staff are required to complete which training elements
 - All Staff
 - Department specific
 - Role specific
 - Management team
- Develop training plan and materials and implement training schedules. Reference or include materials in plan.

Just In Time Training

- Describe what just-in-time training will be provided for
 - Re-assigned hospital employees
 - Scope of privileges in re-assigned role
 - Demonstration of competency in new role or mentorship
 - Volunteers, professionals
 - Hospital emergency codes and response (i.e. fire, tornado, code blue, etc)
 - Scope of privileges granted
 - Mentorship or demonstration of competency
 - Treatment protocols
 - Chain of command
 - Confidentiality
 - Patient safety
 - Personal safety
 - Infection Control
 - Volunteers, non-professionals
 - Hospital emergency codes and response (i.e. fire, tornado, etc.)
 - Chain of command/supervision
 - Confidentiality
 - Patient safety
 - Personal safety
 - Infection Control
 - Role specific training
- Identify responsibility for just in time training
- Identify method of just in time training
 - Written materials

- Classroom presentation
- One on one discussion
- Video presentation
- Develop training materials. Reference or include with plan.

References:

- Meritcare Template Associate Reserve Teams
- Meritcare Medical Reserve Teams