

LEADER GUIDE

Exact Title

Session # of #

DRAFT/For Review/For Final Approval/FINAL – Month Day, Year

Timing

Estimated Class Time: 0 hrs 00 min

Breaks: 0 min

Total Session Time: 0 hrs 00 min

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Trainer Resources

Leader Guide Design

This template is organized into topics (use Heading 4), sections (Heading 5), and subtopics (Heading 6). What constitutes a topic, section, or subtopic is determined by the developer and should be applied consistently. Headings 1, 4, 5, and 6 appear in the Table of Contents (TOC) automatically.

Nearly every paragraph uses an assigned style to ensure consistency among documents based on this template. Styles control specifications such as font, margins, spacing, and indentation.

Use only styles already included in this template, some of which are used in automatically generating the content of headers, footers, and the table of contents. If styles are removed, altered, or not used appropriately, this automation may not work. Styles used in this template have a prefix of *id*; for example, idStepNumber, idSubstepLetter, and idBulletIndent1.

The main body of a leader guide is a table. The left column is blank (except for the section timing table) for the addition of a trainer's personal notes. The curriculum is in the right column.

Text with a gray background is a field that updates automatically when the document is closed or printed. Use the **Update Fields** command on the **Leader Guide** tab (**Leader Guide** Tab > **Tools** Group > **Update** button > **Fields** command) to update all fields, including the Table of Contents.



Warning

Do not modify the field code. Editing the code may lead to a field error or incorrect content. Editing the content within a field will be overwritten by the original content the next time the field is updated.

Trainer Resources

Place everything a trainer needs to prepare for the course in the Trainer Resources section, including a list of handouts, videos, job aids, etc. For example:

Handouts from the Trainer Resources Website

 HANDOUT 1

 HANDOUT 2

Videos available on MyHelp

 VIDEO 1

 VIDEO 2

Identify all the patients and any build that needs to be done before class starts. The patient should be identified in the curriculum at every scenario just in case patients and scenarios change or are used out of context. For example:

J. President

- Standing order for GLUCOSE,RANDOM every month
- Mammography due

M. Baby

- Verify first name is set to default, so it may be renamed during the lesson
 - Use as a newborn despite the calculated age
-

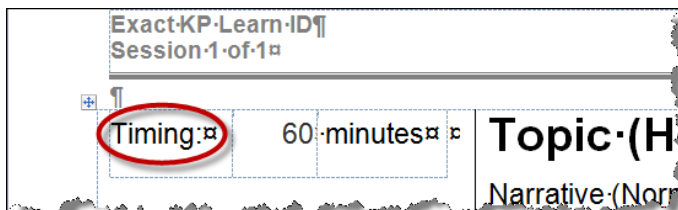
About the Audience

Provide information about the audience that the trainer may find helpful:

- Previous knowledge of the content, and preparatory training completed
 - Experiences the audience may have had, which may be drawn on for examples or reference
 - Familiarity with the terminology, abbreviations, and acronyms
 - Benefits the audience may enjoy from learning this content
 - Misinformation, stereotypes, or assumptions that may need to be overcome
 - Other factors that may affect audience engagement, resistance, or eagerness to learn
-

About Topics

Topics (Heading 4) start a new page. The page break is forced by the paragraph formatting applied to the word Timing (following image).



To add a new Topic:

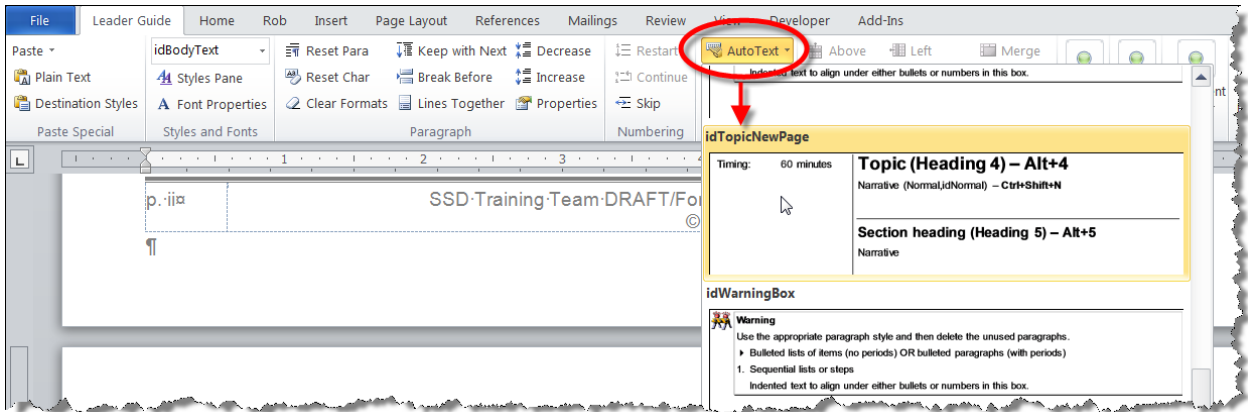
1. Position the cursor in the LEFT cell of an empty row OR to the left of the phrase “Timing:” in the Timing Table or in a blank paragraph outside of a table.

If you want the topic to appear just above an existing topic, place the cursor to the left of the phrase “Timing:” in the Timing Table (see image above).

2. Do one of the following:
 - Press **Alt+O** or **Ctrl+Shift+T**.

OR

 - Click the **AutoText** button in the Insert section of the Leader Guide tab on the ribbon and select **idTopicNewPage** on the AutoText list.



Paragraphs with Heading 4, 5, and 6 styles appear in the Table of Contents automatically and in that order of indentation.

Tables may be used within a topic to help organize information, for example, data to be input into Flowsheet rows or comparisons of data. **Leader Guide tab > Insert group > AutoText > idTableDataEntry** inserts a table with visible borders. The header row is shaded and uses the idTitleInTables style to apply bold and add 6 points of spacing above and below the text. The text in subsequent rows uses the idTextInTables style, which adds 6 pts of spacing above and below each paragraph.

For following example is the idTableDataEntry AutoText item with column widths adjusted:

Current Workflow	POE/POS Workflow Entry
Vitals	More questions regarding Tobacco Use documentation Use POE SmartSet to stage orders
PTA Medications	Clinical staff documents the medications the patient reports taking. This


	process is not medication reconciliation; Providers are responsible for reconciliation.
--	---

Needed Microsoft Word Skills

The following skills are assumed of anyone using this template. Lacking these skills may lead to frustration. Training is available on the Internet (use a search string that includes “MS Word” and the appropriate skill). Or training can be requested from the SSD Instructional Design Team.

- Create a new document based on a template
- Identify and use styles
- Add and delete rows or columns in a table
- Show and hide the Ribbon, select tabs, and use commands found on a tab.
- Copy and paste text between documents that takes on the style in the destination document
- Recognize and apply paragraph formatting, such as *Keep with next*, *Keep lines together*, and *Add Page break before*

Features and caveats:

- Most commands needed for a typical Leader Guide are contained in the **Leader Guide** tab.
- Do not use the Bullets and Numbering tools on the **Home** tab 
 - ▶ Use the **Alt+S** keyboard shortcut to apply a step number
 - ▶ Use the **Alt+B** keyboard shortcut to apply a bullet
 - ▶ Use the **Ctrl+M** and **Ctrl+Shift+M** keyboard shortcuts to move up and down the step and bullet styles
- Do not backspace to remove a number or letter from a step; instead, apply the **idStepUnnumber** or **idSubstepUnletter** styles, or use the **Ctrl+M** or **Ctrl+Shift+M** to promote or demote the step styles

Concerns, Questions, and Style Guide

Contact the Instructional Design Team with concerns, questions, or suggestions for improvement.

Refer to the SSD Training Team Style Guide for standards to follow when using this template:

<http://csparsdt001.pars.ca.kp.org/ssdtraining/Tools/Useful Links/SSDPolicies/ StyleGuide.pdf>

Timing: 30 minutes

>>> Replace these
example/placeholder
rows with appropriate
information.<<<

Introduction

Welcome participants to the class.

EXPLAIN the purpose of the course, who attends the course, the workflow design and number of sessions/dates/times.

The sections on Ergonomics and MyHelp must be included in the first session of every course, but may be omitted from subsequent sessions.

For example:

What to Expect

Session 1—Care for a patient in the Critical Care Unit—document vital signs, shift assessments, and the administration of medications

Session 2—Build on session 1, with the addition of creating a Plan of Care for you patients, and admit a patient to your unit

Session 3—Perform additional care and then discharge the patient from Session 2

Session 4—Prepare your patient for PreOp and use more in-depth features introduced in Sessions 1 through 3

Go Live—Use KP HealthConnect in the wards

Agenda—Session 1

- Review the patient's chart in the Plan of Care Navigator
- Assess the patient and document in flowsheets
- Document ongoing shift activities
- Document end-of-day shift activities

Remind participants about housekeeping rules

- Quiet cells/pagers
- Start/stop times
- Breaks
- Restrooms

Ergonomics

EXPLAIN that <http://insidekp.kp.org/ergoinfo/> demonstrates the proper positioning of the computer in relation to the body for standing and sitting positions.

DEMO the ergonomics information from KP HealthConnect.

1. Click the **Epic button > Help > Ergonomics**.
2. Play both of the standing and sitting animations.

MyHelp <http://myhelp.kp.org>

EXPLAIN that the MyHelp website is designed to help Department Administrators, managers, staff, and Providers improve their KP HealthConnect skills, learn new features, and find useful tools to support initiatives.

1. REGISTER participants
2. DEMO a search for a topic of the participants' choice.

Timing: 60 minutes

Heading 4 – Alt+4

Narrative (Normal,idNormal) – **Ctrl+Shift+N**

Heading 5 – Alt+5

Narrative

Heading 6 – Alt+6

Narrative

Patient Name – Heading 7 – Alt+7

Scenario:

Patient scenario description...(AutoText: idExampleItalic)

1. Step Action (idStepNumber) – **Alt+S**

Continuing paragraph or graphic following a step action (idStepUnNumber) – **Alt+Ctrl+S**, or **Alt+S** then **Ctrl+M**

a. Substep (idSubstepLetter) – **Alt+L**

Continuing paragraph or graphic following a substep (idSubstepUnLetter) – **Alt+Ctrl+L**, or **Alt+L** then **Ctrl+M**

b. Substep (idSubstepLetter) – **Alt+L**

2. New step in an existing row when no trainer notes are needed in the left column – **Alt+S**

3. Step in a new row so that trainer notes align with this step - **Alt+S**

- Indented Bullet (idBulletIndent1DOT) – **Alt+B** then **Ctrl+M Twice**

OR (idStepUnnumber) – **Alt+Ctrl+S**, or **Alt+S** then **Ctrl+M**

- Indented Bullet (idBulletIndent1DOT) – **Alt+B** then **Ctrl+M Twice**

Timing: 60 minutes

Heading 4 – Alt+4

Narrative (Normal,idNormal) – **Ctrl+Shift+N**

Heading 5 – Alt+5

Narrative

Heading 6 – Alt+6

Narrative

Patient Name – Heading 7 – Alt+7

Scenario:

Patient scenario description...(AutoText: idExampleItalic)

1. Step Action (idStepNumber) – **Alt+S**

Continuing paragraph or graphic following a step action
(idStepUnNumber) – **Alt+Ctrl+S**, or **Alt+S** then **Ctrl+M**

a. Substep (idSubstepLetter) – **Alt+L**

Continuing paragraph or graphic following a substep
(idSubstepUnLetter) – **Alt+Ctrl+L**, or **Alt+L** then **Ctrl+M**

b. Substep (idSubstepLetter) – **Alt+L**

2. New step in an existing row when no trainer notes are needed in the left column – **Alt+S**

3. Step in a new row so that trainer notes align with this step - **Alt+S**

- Indented Bullet (idBulletIndent1DOT) – **Alt+B** then **Ctrl+M**
Twice

OR (idStepUnnumber) – **Alt+Ctrl+S**, or **Alt+S** then **Ctrl+M**

- Indented Bullet (idBulletIndent1DOT) – **Alt+B** then **Ctrl+M**
Twice