

TRAINING PREPARATION CHECKLIST

NO	ITEM	STATUS	
		YES	NO
1	Presentations: <ol style="list-style-type: none"> 1. Background to BHT (ART Video inclusive but optional),- Hardware & Software Innovations, achievements) 2. System Background 3. Data Quality in Health care 4. Why Change from Paper to EMRs 5. Demonstration slides 		
2	Handouts/Printouts: <ol style="list-style-type: none"> 1. Program 2. Scenarios 3. Quick guide to the system. 4. User manual 5. Pre-Post Evaluation Forms. 6. Allowances signing sheets 7. Participant registration forms 		
3	Stationery: <ol style="list-style-type: none"> 1. Writing Pads 2. Markers 3. Flip charts 4. Pens 5. Pre-stick 6. Ribbons and labels 		
4	Hardware. <ol style="list-style-type: none"> 1. Projector +power & VGA/HDMI cables 2. Training server + Power adapter/battery charger (tested) 3. Switch +power cable 4. Network cables (tested) 5. Computers (Cloned) 6. Printers +power adapters 7. Scanners (calibrated) 8. Printer cables 9. Power extensions 10. Gen set + Fuel 		
5	Application on Training server/laptop <ol style="list-style-type: none"> 1. set 2. Up to date 		

	3. tested (all relevant scenarios) 4. Dataset uploaded.		
6	Trainees Allowances (Either lunch or Money depending on site)		
7	Training Room availability. <ol style="list-style-type: none"> 1. Confirm before departure <ol style="list-style-type: none"> 1. Availability 2. Spacious for all trainees 3. Furniture 4. Ventilation/lighting 		
8	Patient Flow <ol style="list-style-type: none"> 1. Understand current work-flow at the facility (refer to technical recognizance report) 2. Proposed patient flow according to system 		
10	Resource Person (For non EMR related components such as New ART Guidelines.		
11	Confirmation with facility management <ol style="list-style-type: none"> 1. Facility manager/director 2. Departmental head 		
12	Lesson planning		
13	Post Training Activities <ol style="list-style-type: none"> 1. Training reports 2. Enter training participants names into Database 3. Print and file trainees list in specified files 4. Training Evaluation analysis 		