

CONVERSION CHECKLIST

FACILITY: _____

	TASK	DONE
01	Add clinical information into the educational portal (which video does the customer think would be best to add?)	<input type="checkbox"/>
02	Establish dates, times, and departments to be trained.	<input type="checkbox"/>
03	Provide in-service fliers to all units	<input type="checkbox"/>
04	Obtain a staff roster for each department for education.	<input type="checkbox"/>
05	Review product codes and supply chain process with the Nurse Manager, Unit Clerk, and Central Supply	<input type="checkbox"/>
06	Determine how to address non-compliance.	<input type="checkbox"/>
07	Confirm product has been ordered and stocked on the floor before training.	<input type="checkbox"/>
08	Conduct product training - identify at least one champion/power user for each department.	<input type="checkbox"/>
09	<ul style="list-style-type: none"> Only clinicians who have completed the training can sign the in-service sheet. 	<input type="checkbox"/>
10	Follow up with each clinician to address any concerns	<input type="checkbox"/>
11	Review training progress, staff comments, and implications of non-compliance with nursing management/educators	<input type="checkbox"/>
12	Determine follow-up timeline - every day for X days.	<input type="checkbox"/>
13	Ask for introductions to other high-acuity departments & decision-makers.	<input type="checkbox"/>
14	Establish dates for follow-up compliance checks and re-inservice.	<input type="checkbox"/>
15	Ask for introductions to other affiliated and/or non-affiliated hospitals.	<input type="checkbox"/>