New Employee Training Checklist

SyncTimes

SyncTimes is now part of your workflow and has become the norm for existing employees. This checklist will help you provide new employees with the tools and training needed to enjoy its benefits and continue to optimize patient workflows.

1. START WITH THE "**WHY**"

- ☐ **Describe the patient care benefits of SyncTimes.** (i.e., improved communication and efficiency, decreased patient wait times, optimized safety for staff).
- ☐ **Share specific stories** of how SyncTimes has made work easier and more efficient at your clinic.

2. BEACONS

- ☐ **Explain the benefits** of the beacon (locating team members, safety etc.).
- ☐ **Describe how to wear it effectively** - above the waist, in front of the ID badge.
- ☐ **Show the location** of the charging station and train staff to charge weekly.

3. TABLETS

- ☐ Perform a walk-through of a patient visit including the functionality of tablets and Flowstations.
- ☐ Review what is expected during each visit (signaling the provider, calling for labs, clearing the room etc.).
- ☐ Demonstrate how to signal a Code Blue/Grey etc.

4. CONFIGURE USER DESKTOP

- ☐ Train staff to create custom views, subscribe to notifications, and search for people and equipment.
- ☐ Show where Action definitions are found.
- ☐ Download the desktop version of the app.

Navigate to **help.synctimes.com** where they can find updated SyncTimes tutorials.

5. REVIEW EXPECTATIONS

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Explain daily expectations (i.e., being logged in, and wearing their beacon).

6. SUPPORT

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Provide information for who to contact if they are having any technical issues with SyncTimes.

7. FOLLOW UP

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Check in with the employee 1–2 weeks after initial training to ensure they are utilizing SyncTimes correctly.

SUMMARY

By the end of SyncTimes training your new staff should be more excited about working for an organization that provides them with the latest tools and technologies to perform their job duties.

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