# CRIS Cascade Training Overview – Training Checklist

***Deadline for Information = \*\*\*5 working days prior to training\*\*\****

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| **CUSTOMER / HOSPITAL:** |  |
| **TRAINING LOCATION:** |  |
| **DATE(S) / TIME(S):** |
|  | 1300 - 1700 | Training Set-up (CRIS Trainer & IT only) |
|  | 0900 – 17000900 – 1700 | Group A – CORE CRIS PART I – Front End Functionality |
|  | 1200 – 17000900 – 16000900 – 1600 | Group A – CORE CRIS PART II – System Management & Statistical Reports |
| **WELLBEING TRAINER:** |  |

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| TRUST TRAINING CONTACT DETAILS:  |
| Name: | Tel: | e-mail: |
| TRUST IT CONTACT DETAILS:  |
| Name: | Tel: | e-mail: |

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| DELEGATES ATTENDING TRAINING - CORE CRIS PART I – FRONT END FUNCTIONALITY / MODULES |
| Name | Role | e-mail |
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***Please do not schedule any more than 8 delegates to attend the CRIS course as this is the maximum number which can be catered for during training due to both the nature of the course and the end of course assessment which takes place on a one-to-one basis.***

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| DELEGATES ATTENDING TRAINING - CORE CRIS PART II – SYSTEM MANAGEMENT & STATISTICAL REPORTS |
| Name | Role | e-mail |
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***Please do not schedule any more than 6 delegates to attend the CRIS course as this is the maximum number which can be catered for during Part II training due to both the nature of the course and the intended audience which is RIS / PACS Managers and those who will be deploying, and managing the RIS System.***

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| Please specify which CRIS modules are required, and whether this will be ‘PRE’ or ‘POST’ go-live. ‘CORE’ modules (Black Text) are covered during CRIS Cascade Training sessions, whilst ‘INCLUSIVE’ or ‘ADDITIONAL’ modules (Red Text) will need to be scheduled separately.  |
| Vetting | **CORE** | **PRE / POST GL** |
| Appointments | **CORE** | **GO-LIVE** |
| Reception | **CORE** | **GO-LIVE** |
| Clinical Reporting | **CORE** | **GO-LIVE** |
| Post Examination | **CORE** | **GO-LIVE** |
| Document / Request Card Scanning | **YES / NO** | **PRE / POST GL** |
| Order Comms/Electronic Requesting | **YES / NO** | **PRE / POST GL** |
| Digital Dictation | **YES / NO** | **PRE / POST GL** |
| Dragon Voice Recognition | **YES / NO** | **PRE / POST GL** |
| Nuclear Medicine | **YES / NO** | **PRE / POST GL** |
| Obstetric Ultrasound | **YES / NO** | **PRE / POST GL** |
| Fetal Anomaly | **YES / NO** | **PRE / POST GL** |
| Portering | **YES / NO** | **PRE / POST GL** |
| Resource | **YES / NO** | **PRE / POST GL** |
| Sessions | **YES / NO** | **PRE / POST GL** |
| CRIS Messaging - eLearning | **YES / NO** | **PRE / POST GL** |
| Communicator - eLearning | **YES / NO** | **PRE / POST GL** |
| CRIS Mobile – eLearning | **YES / NO** | **PRE / POST GL** |
| CRIS Evo Modules – TBC | **YES / NO** | **PRE / POST GL** |
| Widgets | **YES / NO** | **PRE / POST GL** |
| Billing | **YES / NO** | **PRE / POST GL** |
| Patient Reviewer | **YES / NO** | **PRE / POST GL** |
| CRIS Analytics - Freeview | **YES / NO** | **PRE / POST GL** |
| CRIS Analytics - Pro | **YES / NO** | **PRE / POST GL** |

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| OTHER TRUST TRAINING ACTIONS  |
| **WORKING PRACTICE –** The Trust must complete and return CRIS\_TRG\_268\_Current\_Working\_Practice.doc by the Training deadline. Has this document been received? | **YES / NO** |
| **CRIS CASCADE TRAINING DOCUMENTATION –** All Delegates attending CRIS Cascade Training must be provided with a hard copy of all CRIS Cascade Trainer documentation shaded in grey on CRIS\_TRG\_261\_CRIS\_ Cascade\_Training\_Documentation\_Contents.doc**CRIS CRIB SHEETS –** Each Delegate attending CRIS Cascade Trainer should also be provided with a hard copy of CRIS\_CRIB\_263\_System\_Basics.doc and be able to access all downloaded CRIS CRIB Sheets via <http://cloud.hssnet.com/training/>Username: radiologyPassword: p0rt4lThe ‘soft copy’ documentation should be reviewed by delegates prior to the beginning of training, whilst the hard copy of documentation will be handed out by the CRIS trainer during the CORE CRIS Training. Is the Trust prepared to undertake this action? | **YES / NO** |

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| TRAINING ROOM AND FACILITIES PROVIDED FOR THE COURSE:  |
| Directions to Training Room received or Arrangement made to meet Training Contact in Radiology at 1230 on the day prior to Training | **YES / NO** |
| Exclusive use of the Room during Training Sessions Confirmed | **YES / NO** |
| Connection to Training Environment Confirmed (If applicable) | **YES / NO** |
| Training facility equipped with 8 student PCs at correct specification | **YES / NO** |
| Trainer PC linked to projector at correct specification | **YES / NO** |
| Is the CRIS Training application/client installed on each PC | **YES / NO** |
| Has a ‘Generic Network Login’ been created for use by the CRIS Trainer and all Delegates, or are appropriate Training Logins are already available on the PC’s? Example CRIS Training Login = cristraining , Password = radiology | **YES/NO** |
| Printer available in training room for System Documentation (not essential) | **YES / NO** |
| Is it possible to Print from each PC (not essential) | **YES / NO** |

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| MISCELLANEOUS TRAINING ISSUES: |
| Is the Training room well ventilated – Is Air Conditioning or Fans available | **YES / NO** |
| Are Tea and Coffee facilities available in close proximity to the Training Room? | **YES / NO** |
| Are Toilets available in close proximity to the Training Room? | **YES / NO** |
| Is Access to the Training Room restricted in any way? Access is required from 0830 and up until 1830 for Trainer Set-up and Configuration. Please confirm this is possible or that arrangements can be made to accommodate this during the training period. | **YES / NO** |
| Method of Access – Is a Key or Key code/Alarm Code Required? | **YES / NO** |

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| IT SUPPORT  |
| IT support confirmed from 1200 - 1700 on the day prior to the start of CRIS Training to assist Wellbeing Trainer to set-up the Training Room and ensure that access to all systems is working as expected.Please note: If all set-up is verified as expected IT will not be required for the duration stated. The timings stated are based on typical fix times between IT and Wellbeing Software support in the event of any issues. | **YES / NO** |
| Contacts Details confirmed for IT Contact | **YES / NO** |

CANCELLATION POLICY

It is important to note, that once Wellbeing Software and the customer have formally agreed on the date for training, the customer will be liable for the whole fee / equivalent training days unless we receive written notification of cancellation.

For bookings cancelled two or more weeks before a course is due to start, 100% per cent of course fees paid will be refunded to the applicant.

**No refund will be made for bookings cancelled less than two weeks before the event, except in exceptional circumstances and then only at the discretion of Wellbeing Software.**

Wellbeing Software also reserve the right to cancel and charge for any training where the customer does not formally confirm that the above actions have been undertaken by the training deadline, or in the event it transpires that despite formal confirmation the set-up is not as required upon arrival.

# Document Control

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| Title | CRIS CORE Cascade Training Checklist |
| Owner | Wellbeing Training Manager | Date Created | 23/05/2019 |
| File Ref. | CRIS\_TRG\_262\_CORE\_Cascade\_Training Checklist\_WS\_V2.0.docx |
| CRIS Version | 2.09.10 or above |
| Change History |
| Issue | Date | Author / Editor | Details of Change |
| V1.0 | 23/05/2019 | Emma Savage-Mady | Rebranded issue |
| V1.1 | 26/07/2019 | Emma Savage-Mady | Minor edits removing reference to legacy modules and adding detail to sessions |
| V2.0 | 31/01/2022 | Emma Savage-Mady | Updates to include new modules in scope |
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| Review Date | 31/01/2023 |