# Euroking - Cascade Training Checklist

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

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| **CUSTOMER / HOSPITAL:** |  | |
| **TRAINING LOCATION:** |  | |
| **DATE(S) & TIME(S):** | | |
|  |  | Training Room, System Set-up and Working Practice Discussion – Wellbeing Trainer, IT and Key Maternity Contacts only |
|  |  | Group A – Euroking CORE Training - Part I |
|  |  | Group A – Euroking CORE Training - Part II |
| **WELLBEING TRAINER:** |  | |

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

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| DELEGATES ATTENDING TRAINING – EUROKING CORE PART I | | |
| Name | Role | e-mail |
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***Please do not schedule any more than 8 delegates to attend the course as this is the maximum number which can be catered for during training.***

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| DELEGATES ATTENDING TRAINING – EUROKING CORE PART II | | |
| Name | Role | e-mail |
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***Please do not schedule any more than 6 delegates to attend the 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 Maternity System Managers / Digital Midwives and those who will be deploying, and managing the Euroking System.***

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| OTHER CUSTOMER TRAINING ACTIONS | |
| **EUROKING CASCADE TRAINING DOCUMENTATION –** All Delegates attending Euroking Cascade Training must be provided with a hard copy of all Euroking Cascade Trainer documentation.  **EUROKING CRIB SHEETS –** Each Delegate attending Euroking Cascade Trainer should be able to access all Euroking documentation via <http://www.euroking.com/training/>  Username: maternity  Password: p0rt4l  The ‘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 Wellbeing Software trainer during the Euroking CORE Training.  Is the customer 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 at 1400 on the day prior to Training | **YES / NO** |
| Exclusive use of the Room during Training Sessions Confirmed | **YES / NO** |
| Connection to the 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** |

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| To ensure the correct display when using the Euroking system, the screen display “Scale and Layout” should be 100%.    Any variance will result in screen corruption and restriction access to data fields rendering the solution unusable in some areas. Please confirm that all monitors conform to this requirement? | | **YES / NO** |
| Is the Euroking Training application/client installed on each PC? | | **YES / NO** |
| Please confirm that you can log in to the Euroking Training Application?  Username: maternity Password: wellbeing  **Please note:** If this username does not work you should contact your Wellbeing Project Manager who will be able to advise accordingly. | | **YES / NO** |
| Please confirm that you can **Load a Patient –** Type either Forename: Mulan (i.e. Mulan Princess) or Surname = Test (in the event of Mulan Princess not being present). Double click the Patient record and then double click an Open pregnancy record?  A Patient record should load with all associated data displayed. | | **YES / NO** |
| Please confirm that you can **Load Stats and Lists –** Click the Reporting Menu and select **Stats and Lists.**  A screen with a list of stats should load as follows: | | **YES / NO** |
| Is the Euroking Stats Builder Training application/client installed on each PC | | **YES / NO** |
| Please confirm that you can log in to the **Euroking Training Stats Builder**?  Username: maternity Password: wellbeing | | **YES / NO** |
| Please confirm that you can open the Stats Builder and load and [Run] as stats as follows: | | **YES / NO** |
| Is the **Euroking Community Offline Training application**/client installed on each PC? | | **YES / NO** |
| Please confirm that you can log in to the Euroking Community Offline Application?  Username: maternity Password: wellbeing | | **YES / NO** |
| Has the Euroking PHR URL being added as a Favourite via the Internet Explorer or Chrome? | | **YES / NO** |
| Has a ‘Generic Network Login’ been created for use by the Wellbeing Trainer and all Delegates, or are appropriate Training Logins are already available on the PC’s?  Example Euroking Training Login = eurokingtraining , Password = wellbeing | | **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** |
| 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** | |
| IT SUPPORT | | |
| IT support confirmed from 1400 - 1700 on the day prior to the start of Euroking 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 | | Euroking CORE Cascade Training Checklist | | | |
| Owner | | Wellbeing Software Training Manager | | Date Created | 05/05/2019 |
| File Ref. | | EK\_TRG\_202\_Euroking\_Cascade\_Training\_Checklist\_V1.3.docx | | | |
| EK Version | | 1.7 and above | | | |
| Change History | | | | | |
| Issue | Date | | Author / Editor | Details of Change | |
| D1.0 | 05/05/2019 | | Elaine Scotter | Draft Issue | |
| V1.0 | 20/05/2019 | | Emma Savage-Mady | First Issue – rebranded into Wellbeing Template due to style and format discrepancies. Addition of guidelines for monitor display based on practical course delivery. | |
| V1.1 | 24/06/2019 | | Emma Savage-Mady | Minor edits | |
| V1.2 | 05/08/2019 | | Emma Savage-Mady | Updated to the latest Training Portal link | |
| V1.3 | 11/09/2019 | | Emma Savage-Mady | Updated to include references to testing logins, stats and lists and stats builder including screenshots. | |
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| Review Date | | | 05/08/2021 | | |