

Staff Go Live Readiness Checklist

The Readiness Checklists are a tool for staff preparing for Go Live.

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| <input type="checkbox"/> I know my individual Novell Login and have logged into a computer recently. | <input type="checkbox"/> I have familiarised myself with changes to workflow processes and I have practised the new workflows. |
| <input type="checkbox"/> I have an Aztec barcode on my ID and I have enrolled my ID Badge and tested my rapid access. | <input type="checkbox"/> I know who my Change Champions (CCs) are for my ward/unit. |
| <input type="checkbox"/> I have completed my education checklist and I am proficient for Go Live. | <input type="checkbox"/> I know where to access my local procedures. |
| <input type="checkbox"/> I know when the Digital Hospital Go Live commences in my area, including OPD. | <input type="checkbox"/> I know how to select the correct Encounter for patients in my ward/unit. |
| <input type="checkbox"/> I am aware of the process of using the devices on my ward when my area goes live including: <ul style="list-style-type: none"> • ECG • Welch Allyn Vital Signs • CTG • GE Bedside Monitors • Downtime Viewers | <input type="checkbox"/> I know how to contact the Digital Hospital team if I have questions or queries at:
LBHdigitalhospital@health.qld.gov.au |
| | <input type="checkbox"/> I have accessed MetroSouthDigital.health.qld.gov.au and know how to access: <ul style="list-style-type: none"> • Support Materials • Quick Reference Guides (QRGs) |

Name: _____

Signature: _____

**For everything Digital Hospital:
MetroSouthDigital.health.qld.gov.au**