## ED/Admission Transition & Training Program

ED/Admissions Network Access Plase Sessions Phase 1 sessions Phase 2 sessions Phase 2 sessions Phase 3 for the conducted day, aftermoon and if possible weekend. Screets to be placed. 1 commorders to be placed. 2. Patient Interimence of distributed. 2. Patient Plantman access to learnings/competency distributed. 3. Customer service standards and delivery. Provided. SI and AMW and CH program review. Sil a	Network Access provided to all team members.  Check security access to all areas of ED  Order name badges.  Uniform orders to be	Group training sessions Phase 1 to be conducted day, afternoon and if possible weekend.  Phase 1: Session to include:  1. eMR training in Registration and Admissions.	Super trainers on day and afternoon shift to assist with Reception and Admissions tasks.  1:1 comms training day, afternoon and	Super trainers on day and afternoon shift to assist with Reception and Admissions tasks.  1:1 comms training day, afternoon and overnight shift.  PLO/Revenue	Super trainers on day and afternoon shift to assist with Reception and Admissions tasks.  1:1 comms training day, afternoon and	Seek feedback from team on training and make any adjustments where needed.  Meeting with SI, AMW, CH, Super trainers and PLO/Revenue	Buddy training on identified team members for Registration and Admissions.  1:1 comms training day, afternoon and	Group training Phase 2; day and afternoon sessions.  Phase 2: Session to include:  1. Diversity and	Review training list and minimum competencies achieved by team members for ongoing support.  Buddy training on identified team
Network Access provided at learn members.  In deep conducted day, afternoon and it possible weekend.  Admissions. 2. Patient interviews to distributed.  Training manuals & learnings/competency tramework distributed.  Training manuals & learnings/competency tramework distributed.  Solutions of the members of the program review.  Solutions training benchmarks and commiss training competition, to learn for ECO las super trainers.  Create team list; include Registration, and Commiss training teams training to the member to proportunity to be on the members for may adjustment the faception and Admissions staks. Admissions staks.  1:1 comms training day, afternoon and overlight shift. To comms training day, afternoon and overlight shift. To comms training day, afternoon and overlight shift. To comms training day, afternoon and overlight shift. Signature review.  1:1 comms training day, afternoon and overlight shift. Signature review.  1:1 comms training day, afternoon and overlight shift. Signature review.  1:1 comms training day, afternoon and overlight shift. Signature review.  2: Patient interviews to distributed.  3: Customer service standards and delivery. PLO/Revenue short control of the program review.  3: Customer service standards and delivery. PLO/Revenue shift to assist with Raception and Admissions.  3: Customer service standards and delivery. PLO/Revenue shift to assist with Raception and Admissions.  4: To comms training day, afternoon. Stand AMW float across shifts.  Si, AMW and CH program review.  Si and AMW float across shifts.  Si, AMW and CH program review.  Si, AMW and CH program review.  Si, AMW and CH program review.  The program review.  Si, AMW and CH program review.  The program review.  Si, AMW and CH program review.  The p	Network Access provided to all team members.  Check security access to all areas of ED  Order name badges.  Uniform orders to be	sessions Phase 1 to be conducted day, afternoon and if possible weekend.  Phase 1: Session to include:  1. eMR training in Registration and Admissions.	on day and afternoon shift to assist with Reception and Admissions tasks.  1:1 comms training day, afternoon and	day and afternoon shift to assist with Reception and Admissions tasks.  1:1 comms training day, afternoon and overnight shift.  PLO/Revenue	on day and afternoon shift to assist with Reception and Admissions tasks.  1:1 comms training day, afternoon and	from team on training and make any adjustments where needed.  Meeting with SI, AMW, CH, Super trainers and PLO/Revenue	identified team members for Registration and Admissions.  1:1 comms training day, afternoon and	Phase 2; day and afternoon sessions.  Phase 2: Session to include:  1. Diversity and	list and minimum competencies achieved by team members for ongoing support. <b>Buddy training</b> on identified team
trainers.	learnings/competency framework distributed. a a Thelma access provided. 3 PBRC access provided. S	interviews to discuss private and compensable admissions.  3. Customer service standards and delivery.  SI, AMW and CH	super trainer on shift day/afternoon. SI and AMW float across shifts. SI, AMW and CH program	shift day/afternoon.  SI and AMW float across shifts.  SI, AMW and CH	super trainer on shift day/afternoon. SI and AMW float across shifts. SI, AMW and CH	Address any training issues that has arisen from feedback.  Focus and/or redirect additional training needs of any team members following earlier meeting and review of benchmarking.  SI, AMW and CH	training with PLO on identified team members.  SI and AMW float across shifts.  SI, AMW and CH	2. Mental Health 3. Health and Wellbeing  SI, AMW and CH	Registration and Admissions.  1:1 comms training day, afternoon and overnight shift.  Prepare individual ongoing training program where