SAFE LABEL SYSTEM TRAINING OVERVIEW

Training is an important piece of the implementation of the *Safe Label System* throughout the enterprise. There are three groups that must be trained, the clinicians, the super users (support personnel) and the pharmacy staff that will manage the formulary. The following document describes the standard training as provided by Codonics.

1. *Clinician Training*

   - Codonics or Codonics representatives train the clinicians on how to create their user badge, re-print their badge, scan on the SLS, and how to use the dilution menus. If optional features (Administer Mode, Copy or Batch Mode, etc.) are purchased Codonics trains the user how to use these as well.).
   - Clinician training is generally done on site. It is usually conducted via either (or a combination of) presentation at anesthesia meeting, scheduled group sessions or having us available throughout the day in the anesthesia lounge or somewhere else on site. This needs to be decided and finalized close to the time Codonics is on-site.
   - The clinician training takes approximately 10 minutes. In addition, a supplemental training video is available from Codonics.

2. *Super User / Support Personnel Training*

   - Super user / support personnel training for the SLS is also done on site.
   - Typically, there are a few participants from anesthesia and a few from pharmacy. Other groups may be included as appropriate (nursing for example.)
   - This is generally done in a small group so that everyone can see and touch the SLS.
   - Codonics or Codonics representatives teach the super users how to use the machine, change consumables, fix minor issues (alignment for example), etc. Takes about 45 minutes to an hour depending upon group size.
   - The superuser training takes approximately 45 minutes. In addition, a supplemental training video is available from Codonics.

3. *Pharmacy Training*

   - Training for the Administration Tool application and associated utilities programs is usually done for one or two pharmacists that will manage the SLS formulary.
   - Training is provided with a Codonics specialist via a video conferencing application (Zoom, Teams, GoToMeeting, Google Meets, etc. prior to anyone from Codonics being on site.
   - Training is typically broken into multiple sessions of 1 to 1 ½ hours. The sessions are scheduled one the software is installed and the initial formulary is built.   This is done so that training is done on the sites' formulary and system.

Following is an overview of the Pharmacy Training:

Pharmacy training consists of multiple sessions delivered remotely. In addition, hands-on training is available while Codonics representatives are on-site.

The schedule below will give you a description of each session.

Session 1: Formulary Template Training

This session will cover the information gathering process using the Formulary Template, an Excel file used to build the initial formulary. We will also answer any questions you have regarding the general functionality of the Safe Label System.

Prerequisites: 1. Obtain list of medications and concentrations (Pharmacy)

Action Items: 1. Initial Formulary Template build (Codonics)
2. Return Initial Formulary to Pharmacy to input dilutions and review (Codonics)
3. Fill in dilution information and return to Codonics (Pharmacy)
4. Initial formulary built (Codonics)
5. Installation of Administration Tool and Formulary Database (IS/IT/Codonics)

Session 2A: AT Overview/ Formulary and Administration Tool Device Manager Training

This session covers the basics of the Administration Tool, how it works, and what it is used for. This session will also cover drug verification and formulary changes.

Prerequisites: 1. Completion of Formulary Template (Pharmacy)
2. Administration Tool installed (IS/IT Department)
3. Initial Formulary built/Installed (Codonics)

Action Items: 1. Verify the drugs and associated information in your formulary (Pharmacy)
2. Vials from anesthesia carts and pharmacy are scanned on SLS. A list of changes created.

Session 2B: AT Workflows and Configuration/Go-Live Training (May be completed on site)

This session will review the common workflows associated with adding to and editing the Formulary as well as an overview of the Configuration of SLS PCS units.

Prerequisites: 1. Vials from cart scanned on SLS. List of changes created.
2. Setup of SLS PCS units on the network (Codonics and IT)

Action Items: 1. Make any necessary adjustments to Formulary and Configuration.
2. Send changes to SLS devices
3. Go-Live!

Following is a list of the elements of each of the three training components:

Tasks to be Trained on	Trained Personnel		
	Clinician	Support Personnel	Pharmacy Rep.
Turn on/off SLS	●	●	●
Make a User Badge (Required for logging in without an integrated system)	●	●	●
Log on to the SLS manually and via an integrated system (if appropriate)	●	●	●
Understand the layout of the main screen display	●	●	●
Print a label using container barcode	●	●	
Select the dilution options for a drug	●	●	
Select different custom label types (main screen)	●	●	
Adjust volume, screen brightness, re-print badge	●	●	
Log out, shut down, restart, cancel	●	●	●
Order more supplies		●	
Print a Test Print		●	●
Contact Codonics Customer Service		●	
Check ink/label media levels and install new ink/label media		●	
Calibrating the touch screen		●	
Adjust the printing position of the label and /or cutter position		●	
Display system information ("*i*" button)		●	●
Clean Ink Cartridge Nozzles (see User Manual)		●	
Install formulary and configuration files manually		●	●
Swap the unit in the event of a hardware problem		●	
Configure / change SLS IP address		●	
Access the Administration Tool application			●
Add drugs manually to the Administration Tool			●
Customize the label printing settings for a drug or group of drugs in the formulary			●
Use the Advances Smart Scanning features of the system (Requires purchase of SLS Advanced Smart Scanning).	●		●
Use the Batch and Copies features of the system (Requires purchase of Batch / Copy Mode).	●		●
Add drugs to the Administration Tool using SmartCopy functionality			●
Use Drug Not Found and Verification notifications in the Administration Tool application (and Email Notifier if purchased) to update SLS formulary.			●

Tasks to be Trained on	Trained Personnel		
	Clinician	Support Personnel	Pharmacy Rep.
Configure hand held bar code scanner for use with the Administration Tool application			●
Verify drugs via the Administration Tool application			●
Create and review formulary reports via the Administration Tool application			●
Create and edit custom Blank Labels for inclusion on the SLS user interface			●
Configure the SLS system via the Administration Tool			●
Create and review configuration reports via the Administration Tool application			●
Create and install formulary and configuration files onto the SLS via the Administration Tool (over the network) and manually via USB			●
Use the Centralized User Management features of the system (Requires purchase of Centralized User Management module).			●
Install software updates onto the SLS via the Administration Tool (over the network) application and manually via USB			●
Retrieve log files from the SLS over the network via the Administration Tool			●
Update the Master Device List (MDL) in case IP address need to be changed			●
Utilize Data Analytics Tool to retrieve log files and prepare a Microsoft Excel compatible analytics file.			●

Codonics Technical Support:

Technical Support is available 24 / 7. Codonics "800 Number" is staffed from 8:30 to 5:30 Eastern, Monday through Friday and the technical support paging system is available at all other times. To contact Codonics technical support please call (800) 444-1198 or email us at Support@Codonics.com.

Installation questions or concerns may be directed to Installation@Codonics.com.