

Super User Guide for End User Training Sessions

Arrival instructions / Signing In

1. Super Users need to arrive at the New RCH Emergency at least 15 minutes prior to the session commencing.
2. All super users need to sign in (as you are site inducted) and retrieve a green vest and access card.
3. Super users make their own way to the training venue –Platypus Level 4, North Building and ensure their training room is ready and all equipment /paperwork required is available
4. All End Users will be signed in as visitors by Gemma Phipps (or delegate) and will be allocated a pink vest
5. At the start of the session Gemma or delegate will walk all end users to the training venue (please note that for many end users this will be the first time in the New RCH)
6. Gemma or delegate will wait at the New RCH Emergency Department for any late arrivals and escort them to the training venue

Training instructions

1. Super users will be allocated (or volunteer) for a piece of equipment for the specific end user session
2. Each super user is responsible for teaching knowledge and skills to the end users and then signing the attendance/competency register (provided)
3. Super users are also responsible for managing the end users as a group and keeping to the allocated time
4. If assistance is required during the session please call for the 'lead super user'
5. Additional information can be emailed afterward if requested

During each end user session there will be a **nominated lead super user**. This super user is responsible for ensuring that the sessions run on time and also answering any questions the other super users may have.

This is likely to be Sally Lima, Melody Trueman or a member of the CNE/CNF Team.

Ending session

1. Each session must finish on time to allow the end users to commence duty
2. Super users will end the session by tidying the equipment and re-arranging the furniture as required.

Departure instructions signing out

1. Super users must then escort the end users back to Emergency Department where Gemma or delegate will sign them out and collect pink vests.
2. Super users must then sign themselves out and hand back the green vests and access cards.

Record keeping

At the end of session Gemma will scan the attendance registers to the Nurse Unit Managers for the purposes of record keeping. Super users should also email Sally Lima with any questions, issues, feedback and suggestions after each session.