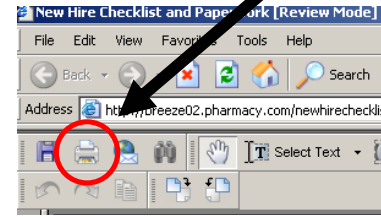


To print this document:

- Click the **Adobe** print icon  – contained within the **Adobe** toolbar.



Instructions: The checklist includes *guidelines* and NOT directives for PST Orientation. It is not required to go in order of the checklist. If there is a need to change the sequence, please feel free to do so. At the same time, all items must be completed on this list.

Day 10 – Breeze Training at Location

Educational Focus	Description	Initial
A. MAE-1 What is MAE?	<p>This is an <i>18 minute</i> Breeze and can be completed online by the PST. http://breeze02.pharmacy.com/mae1021606et</p> <p>If the PST has their <i>own email address</i> and logs into this Breeze course, they may take the assessment.</p> <p>Note: do NOT take the assessment using the PST Guest account of psstraining@rotech.com.</p>	<i>PST Initial</i>
B. Sentinel Events and FMEA	<p>This is an 8 minute Breeze and includes defining Sentinel Events and Failure Mode Effects Analysis (FMEA), increasing employee awareness, and identifying Corrective Action Plan (CAP) to reduce injuries due to falls. http://breeze02.pharmacy.com/fallrisk</p> <p>Note: do NOT take the assessment using the PST Guest account of psstraining@rotech.com.</p>	When this module is completed, ask the LCM to complete your SE 800 In service Record
C. Sentinel Events Smoking	<p>This is a 10 minute Breeze and includes identifying sentinel events and FMEA, increasing staff awareness of issues, reviewing Rotech's process for the smoking patient, understanding corrective actions to reduce risk, and improving staff and patient safety. http://breeze02.pharmacy.com/sentinelevents</p> <p>Note: do NOT take the assessment using the PST Guest account of psstraining@rotech.com.</p>	When this module is completed, ask the LCM to complete your SE 800 In service Record
D. BBP	<p>This is a 35 minute Breeze that reviews how you might be exposed to bloodborne and airborne pathogens, how to protect yourself from exposure, and how to properly clean/decontaminate after exposure. http://breeze02.pharmacy.com/bbp2007</p> <p>Note: do NOT take the assessment using the PST Guest account of psstraining@rotech.com.</p>	When this module is completed, ask the LCM to complete your SE 800 In service Record
E. PPE	<p>This is a 45 minute Breeze module that identifies appropriate personal protective equipment and how to use it properly. http://breeze02.pharmacy.com/ppe2007</p>	When this module is completed, ask the LCM to

Educational Focus	Description	Initial
	<p>Note: do NOT take the assessment using the PST Guest account of psstraining@rotech.com.</p>	complete your SE 800 In service Record
F. Back Safety	<p>This is a 15 minute module which includes understanding how back injuries occur, preventing back injuries, using proper lifting techniques, and thinking intelligently about your back. http://breeze02.pharmacy.com/backsafety2007</p> <p>Important! This must be completed by the PST using their own login – which is their own email address.</p>	When this module is completed, ask the LCM to complete your SE 800 In service Record
G. Fire Extinguisher	<p>This 12 minute module includes identifying different classes of fire, choosing the different types of extinguishers, using a fire extinguisher, and inspecting and maintaining extinguishers. http://breeze02.pharmacy.com/fireextinguishers2007</p> <p>Important! This must be completed by the PST using their own login – which is their own email address.</p>	When this module is completed, ask the LCM to complete your SE 800 In service Record
H. Office Hazard Safety	<p>This is a 20 minute Breeze which includes information on fire, chemical and medical emergencies - as well as ergonomics, stress, and other office hazards. http://breeze02.pharmacy.com/officehazards2007</p> <p>Important! This must be completed by the PST using their own login – which is their own email address.</p>	When this module is completed, ask the LCM to complete your SE 800 In service Record
I. Kronos Timekeeper	<p>This 3 minute Breeze includes frequently asked questions pertaining to Kronos - Kronos login/Wyse Terminal, clocking in/out, timecard edits, paid time off and floating holiday entry, Kronos scheduler, and timecard approvals. http://breeze02.pharmacy.com/clockinout/</p> <p>Important! This must be completed by the PST using their own login – which is their own email address.</p>	<i>PST Initial</i>
J. Assessments	<p>The PST is to sign into Breeze <i>using their own email address</i> and Home Page password to complete the following assessments.</p> <p>Each of the following assessments contains five (5) questions. A passing score is 80% or 4 of the 5 questions.</p> <p>You can retake the assessment until you pass. After receiving a passing score, it will NOT document any subsequent score.</p> <p>If necessary, you can view the training modules again – to refresh your memory on the content. It is <i>not required</i> to go through the training modules again.</p> <p>Assessments</p> <p>Note: do NOT take the assessment using the PST Guest account of psstraining@rotech.com. You are required to take the assessments using your own email address and Home Page password.</p>	<i>PST Initial</i>

Educational Focus	Description	Initial
	<ul style="list-style-type: none"> • The Rotech Way. http://breeze02.pharmacy.com/csr01quiz Review module at http://breeze02.pharmacy.com/csr01 • Clinical Courses. http://breeze02.pharmacy.com/csr03quiz Review module at http://breeze02.pharmacy.com/csr03 • Overview of Equipment & Services. http://breeze02.pharmacy.com/csr04quiz Review module at http://breeze02.pharmacy.com/csr04 • Basic Ops. http://breeze02.pharmacy.com/csr05quiz Review module at http://breeze02.pharmacy.com/csr05 • Listening Skills and Telephone Etiquette. http://breeze02.pharmacy.com/csr06quiz Review module at http://breeze02.pharmacy.com/csr06 • Intake & Insurance Verification. http://breeze02.pharmacy.com/csr07quiz Review module at http://breeze02.pharmacy.com/csr07 • Medicare Overview. http://breeze02.pharmacy.com/csr11quiz Review module at http://breeze02.pharmacy.com/csr11 • Oxygen Qualification and Criteria. http://breeze02.pharmacy.com/csr12quiz Review module at http://breeze02.pharmacy.com/csr12 • Patient Testing. http://breeze02.pharmacy.com/csr16quiz Review module at http://breeze02.pharmacy.com/csr16 • Plan of Care. http://breeze02.pharmacy.com/csr17quiz Review module at http://breeze02.pharmacy.com/csr17 • Pulmo Dose Operations. http://breeze02.pharmacy.com/csr19quiz Review module at http://breeze02.pharmacy.com/csr19 • Patient Notices. http://breeze02.pharmacy.com/csr24quiz Review module at http://breeze02.pharmacy.com/csr24 	
Compliance Training	<p>Compliance Training must occur within 30 days of employment. Compliance Training can be found on the Home Page – under Rotech U, Training by Department/Area, Compliance.</p> <p>Important! This must be completed by the PST using their own login – which is their own email address.</p>	<i>PST Initial</i>

We have fully completed the new employee education session on the items listed above.

PST signature: _____

Date: _____

LCM signature: _____

Date: _____