

# COVIDIEN IMPLEMENTATION CONNECTION

## CAPNOGRAPHY MONITORING IMPLEMENTATION ACTIVITY CHECKLIST

Step	Activity or Action	Responsibility	Date Completed	Activity Completed Sign-Off
<b>Introduction</b>				
At time of purchase	Arrange day for equipment to be delivered	Covidien representative		
	Work with Healthcare Catalyst to develop press release	Hospital public relations, communications or marketing department		
<b>Step 1: It Starts with a Leader</b>				
One week following purchase	Identify a capnography champion to spearhead implementation	Clinical staff		
	Complete Covidien Implementation Connection online recommended education courses	Capnography champion		
	Identify team members for implementation	Capnography champion		
<b>Step 2: It Takes a Team</b>				
Three weeks following purchase	Ensure hospital's biomedical engineering department has received the equipment	Covidien representative		
	Engage implementation team members with action items and timelines. Share team member information with multidisciplinary group	Champion		
	Implementation team members begin taking Covidien Implementation Connection recommended online education courses	Implementation team members		
	Schedule meeting with Covidien representative and implementation team members to review implementation schedule	Champion or designated team member		
	Plan implementation logistics: consumables (sampling lines) ordering process, storage of monitor and consumables, remote/EMR monitoring connectivity, internal part number entry, etc.	Champion or designated team member		
	Plan and schedule in-person training sessions with Covidien representative	Champion or designated team member		
<b>Step 3: Equipped for Success</b>				
Five weeks following purchase	Establish monitor alarm limits and load on all monitors, using Covidien Implementation Connection resources for reference	Champion and team members with Covidien representative		
	Set policy and procedure for capnography monitoring using Covidien Implementation Connection "Setting Policy and Procedure" guidelines tool for reference	Champion and team members with Covidien representative		
	Establish patient and family education plan using Covidien Implementation Connection resources for reference	Champion and team members with Covidien representative		
<b>Step 4: Going Live</b>				
Seven weeks following purchase	Implementation team members complete in-person training and Covidien Implementation Connection recommended online education courses and obtain certificates of completion	All necessary personnel		
	Obtain any additional or supplemental resources from Covidien Implementation Connection website	Champion		
<b>Step 5: Long-Term Partners</b>				
Nine weeks following purchase	Work with Healthcare Catalyst to finalize press release	Hospital public relations, communications or marketing department		
	Work with Covidien to share Policy and Procedure	Champion and hospital public relations, communications or marketing department		
	Obtain any additional or supplemental resources from Covidien Implementation Connection website	Champion		
	Complete Satisfaction Survey, link to survey sent via email by Covidien	Champion		
	Share ongoing updates and information about capnography clinical information and monitoring technology enhancements	Covidien representative		