

CAPNOGRAPHY MONITORING IMPLEMENTATION

Implementation Activity Checklist

Step	Activity or Action	Responsibility	Date Completed	Activity Completed Sign-Off
Introduction				
At time of purchase	Arrange day for equipment to be delivered	Medtronic representative		
Step 1: It Starts with a Leader				
One week following purchase	Identify a capnography champion to spearhead implementation	Clinical staff		
	Complete recommended Medtronic online education courses	Capnography champion		
	Identify team members for implementation	Capnography champion		
Step 2: It Takes a Team				
Three weeks following purchase	Ensure hospital biomedical engineering department has received the equipment	Medtronic representative		
	Engage implementation team members with action items and timelines; share team member information with multidisciplinary group	Champion		
	Implementation team members begin taking recommended Medtronic online education courses	Implementation team members		
	Schedule meeting with Medtronic representative and implementation team members to review 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 Medtronic representative	Champion or designated team member		
Step 3: Equipped for Success				
Five weeks following purchase	Establish monitor alarm limits and load on all monitors	Champion and team members with Medtronic representative		
	Set policy and procedure for capnography monitoring; for examples and to download a guide, visit http://www.medtronic.com/covidien/support/capnography-policy-and-procedure	Champion and team members with Medtronic representative		
	Establish patient and family education plan	Champion and team members with Medtronic representative		
Step 4: Going Live				
Seven weeks following purchase	Implementation team members complete in-person training and recommended Medtronic online education courses and obtain certificates of completion	All necessary personnel		
	Obtain any additional or supplemental resources from Medtronic representative or Medtronic website	Champion		
Step 5: Long-Term Partners				
Nine weeks following purchase	Work with Medtronic to share policy and procedure	Champion and hospital public relations, communications or marketing department		
	Obtain any additional or supplemental resources from Medtronic representative	Champion		
	Complete satisfaction survey; link to survey sent via email by Medtronic	Champion		
	Share ongoing updates and information about capnography clinical information and monitoring technology enhancements	Medtronic representative		