

Exhibit 7.1. Training and Performance Design Specifications

_____ Training Department

Draft #: _____

This is principally an internal training department document. Clients are not usually interested in much of the detail in Part B through Part D of this document. However, some of it may be of interest, so parts of the design document (or all of it) may be shared with the client as necessary. The project manager has final approval authority on behalf of the client. The Performance Alignment Contract (PAC) is considered a permanent part of this document. The PAC is both the agreement with the client and the controlling document for the entire training and performance process.

Exhibit 7.1. Training and Performance Design Specifications

Training Project	<u>Big Sky Patient Privacy Training</u> <i>Project name</i>
Original Author(s)	_____ <i>Name, Instructional Designer</i>
Author's Department/Group	_____ <i>Name of department</i>
Final Approval Required By	_____ <i>Approver's name (project manager)</i>

I concur with the training and performance recommendations described in this document.

Approver (Name): _____ *Date:* _____

Approver (Name): _____ *Date:* _____

Approver (Name): _____ *Date:* _____

Part A: Performance Alignment Contract (PAC) (not shown in this exhibit; see Exhibit 6.1)

Part B: Training and Performance Solution Profile – provides overview of key parts of the training project

Part C: Development Timeline – provides timeline for development of each module and support components

Part D: Training and Performance Delivery Implementation Plan – provides a detailed delivery timetable and other logistical information

Part B: Training and Performance Solution Profile

Project: Big Sky Patient Privacy Training Project **Content Area:** _____ **Date:** _____

	a. Training Module	b. Objectives	c. Training Mode	d. Learning Assessment Strategy	e. Prerequisites and Pre-engagement Action	f. Contact Hours	g. Number of sessions	h. Audience	i. Trainer(s)	j. Job Experts
1	Name of module	<p>Guiding objectives from PAC document</p> <ul style="list-style-type: none"> • Outcome • Execution • Performance readiness <p>Objectives for module List related module objectives Must be measurable and observable</p> <p>[AUTHOR: Where is the asterisk this relates to?]</p>	<p>Type of delivery mode(s); for example:</p> <ul style="list-style-type: none"> • Hands-on • Classroom • Online • Webcast • Case study • Blended 	<p>Type of assessment; for example:</p> <ul style="list-style-type: none"> • Written test, multiple choice • Self-assessment • Observe skill practice using role-play 	<p>List prerequisites for participants prior to participating and any prework or action</p>	<p>Number of hours a participant is engaged in delivery. If self-paced, estimate typical hours engaged.</p>	<p>Number of sessions required to reach all of target audience</p>	<p>Description of audience; for example, all service engineers in business units</p>	<p>Names of trainers who will delivery module</p>	<p>Names of job experts who will provide content or instruct a module</p>
2	Case Scenarios module	See PAC document, Section II.	Classroom instructor led	<ul style="list-style-type: none"> • Twenty-item multiple choice questionnaire following webinar • Case scenarios during instructor-led session 	Review tool kit online prior to participating in instructor-led session. Tool kit content is HIPAA and Privacy Act Rules on patient confidentiality.	Six hours (two hrs online and four hrs classroom)	115 sessions at thirty people per session	All hospital and clinic employees who have access to medical files and medical information	Stacy Hinkle, Nick Pierre, David Martinez, Mandy Locke, and fifth person to be named	Jo Galaydick, Amanda Noelle, Amber Locke, Kristen Green, David Sebastianelli, Madison Heller, Austin James, Helen Zhang
k.	AMR Strategy	AMR not stipulated, because Group Managers will have compliance implementation goals on their personal performance plan tied to their overall annual performance rating, They will likely require visible AMR from their direct report supervisors in hospitals and clinics.								
l.	Transfer Action	Group managers at each facility perform unannounced walk-around observation and conduct spot audits during the first ninety days following the training roll-out.								
Group managers ask frequent questions about action items that were developed during training and recognize employees who are implementing their action plan to end ineffective habits										

Part C: Development Timeline

Project: Big Sky Patient Privacy Training Project Content Area: _____ Date: _____

	a. Training Module	b. Module Support Component (Guiding objectives, enabling objective, pre-engagement action, assessment or test instruments, media, e-support, role play scenarios, expert content review, supplier support, and so on)	c. Version # and Completion Date of Module	d. Transfer Action and Strategy and AMR Strategy Completion Date	e. Train-the-Trainer (room reservation and location)	f. Pilot Session Begins (room reservation and location)	g. Training Sessions Begin (room reservation and location)
1	<i>Name of module</i>	<i>Name of support component</i>	<i>Date</i>	<i>Date</i>	<i>Date and location</i>	<i>Date and location</i>	<i>Date and location</i>
2	<i>Case scenarios module</i>	<i>Guiding objectives completed: see PAC document, Section II. - Outcome objectives - Work setting execution objectives - Readiness objectives</i>	<i>Final is complete</i>	<i>Aug 10: Develop communication script for CEO to clarify roles and expectations of group managers</i>	<i>August 7 in Blue Mountain room in corporate headquarters</i>	<i>August 10 in Seminar Room C in corporate headquarters</i>	<i>To be determined</i>
		<i>Development of enabling objectives for module</i>	<i>Final: June 12</i>	<i>Aug 10: Develop starter kit of sample questions and checklist for group managers</i>			
		<i>Development of role play exercises and assessment instruments</i>	<i>Version #1 June 16</i>	<i>July 9: Develop draft of group managers compliance goals for CEO approval</i>			
		<i>Development of web-based tool kit for pre-engagement</i>	<i>Version #1 July 15</i>	<i>Aug 10: Distribute template for group managers compliance goals</i>			
		<i>Development of video mini-case scenarios showing typical violations</i>	<i>Version #1 July 25</i>	<i>See PAC Section II for transfer action and strategy</i>			
		<i>Review by content expert – David Martinez</i>	<i>July 30 and Aug 10</i>	<i>AMR Strategy: see Part B, item k</i>			

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Part D: Training and Performance Delivery Implementation Plan

Project: Big Sky Patient Privacy Training Project **Content Area:** _____ **Date:** _____

	a. Training Module	b. Population Size and Department	c. Date Training Sessions Begin	d. Date Training Sessions End	e. Suggested Class Size (min. and max.)	f. Length of Class and Number of Classes	g. Audio/ Visual Required	h. Printed Material Required	i. Room Set-up	j. Facilitators / Instructors	k. Delivery and Work Setting Execution		
											Pre-engagement Action	AMR Strategy	Trigger the Transfer Strategy
1	<i>Name of module</i>	<i>How many people to be trained and name of the department</i>	<i>Date</i>	<i>Date</i>	<i>XX to XX</i>	<i>Number of hours per class offering and Number of times to be offered</i>	<i>Examples: LCD Overhead Flipcharts Computer support</i>	<i>Examples: Handouts Assessments Evaluations Posters</i>	<i>Examples: Theater style Classroom style Small round tables (teams of four) U shape</i>	<i>Names of facilitators for each module</i>	<i>Date participants notified about work to be completed prior to program and who will notify</i>	<i>Date AMR strategy initiated and who will initiate it</i>	<i>Date transfer strategy initiated and who will initiate it</i>
2	<i>Case scenarios module</i>	<i>Records Dept. forty people</i>	<i>Aug 15</i>	<i>Aug 16</i>	<i>20 to 25</i>	<i>Six hours offered twice to Records Dept.</i>	<i>Video playback</i>	<i>Participant workbook Scenario handouts</i>	<i>Round tables</i>	<i>Amanda Noelle and Amber Locke</i>	<i>Aug 1, Review tool kit online, David Xue.</i>	<i>See Part B, item k</i>	<i>Aug 10 and 17, David Xue</i>
											<i>See PAC Section II for pre-engagement action</i>		<i>See item l in this part</i>

I. Transfer Strategy Implementation Plan and Timeline: *Document transfer strategy here and specify timeline.*

On August 10, communication from hospital CEO to group managers and lead nurses at each facility to clarify their role and expectations, and to suggest immediate actions to influence ongoing compliance when handling and releasing patient information. All group managers will have a compliance implementation goal immediately placed on their personal performance plan and tied to their overall annual performance rating for upcoming year.

