

**ResMed**

Best-in-class patient setup program

## Trainer's checklist (instructor-led session setup)

When	Scheduling and emails	Complete (Initial each box)
2 weeks prior to training	<ol style="list-style-type: none"><li>1. Program invite email: Email online lesson link to attendees. <b>Note:</b> An email template is available in Trainer's playbook</li></ol>	<input type="checkbox"/>
2 weeks prior to training	<ol style="list-style-type: none"><li>2. Training invite: Schedule one-hour training session<ol style="list-style-type: none"><li>a. Book room (if necessary)</li><li>b. Invite local ResMed sales representative</li><li>c. Create virtual meeting link (if hosting virtually)</li></ol> <b>Note:</b> A calendar invite template is available in Trainer's playbook</li></ol>	<input type="checkbox"/>
2 weeks prior to training	<ol style="list-style-type: none"><li>3. Complete the entire course yourself if you haven't already to become comfortable with it<ol style="list-style-type: none"><li>a) Reach out to your local ResMed sales rep with any questions</li></ol></li></ol>	<input type="checkbox"/>
1 week prior to training	<ol style="list-style-type: none"><li>4. Remind attendees to complete the online lesson.</li></ol>	<input type="checkbox"/>
When	Preparing for the session	Complete (Initial each box)
1-3 days prior to training	<ol style="list-style-type: none"><li>1. Meet with local ResMed rep (virtually or in person) to discuss roles within the training session. For instance, your ResMed rep can help facilitate role plays, pass out checklists and Action Plans, talk about ResMed products, etc.</li></ol>	<input type="checkbox"/>
1 day prior to training  <b>Note:</b> links to all resources are in the online <a href="#">Trainer's playbook</a>	<ol style="list-style-type: none"><li>2. Print:<ol style="list-style-type: none"><li>a. extra copies of the Patient setup checklist and Action Plan</li><li>b. copies of the Performance evaluation checklist for the practice section of training (1 for each learner)</li><li>c. PowerPoint slides in <b>Notes view</b> (Optional)</li><li>d. Facilitator's guide</li><li>e. Learner's guide <u>for each attendee</u></li><li>f. Attendance roster (optional)</li></ol></li></ol>	<input type="checkbox"/>
1 day prior to training	<ol style="list-style-type: none"><li>3. Access and review the Best-in-class patient setup Training PowerPoint presentation to make sure you're comfortable with it (Only if the PowerPoint is being used)</li></ol>	<input type="checkbox"/>