

AIDETSM Five Fundamentals of Patient Communication

Tool 4: Preparation Checklist

A preparation checklist is provided to help you think through and prepare for what will be needed to make the session a success. You can customize this list to meet the needs of the organization.

AIDET TRAINING PREPARATION CHECKLIST

- Read the implementation guide and participant guide.
- View Learning Sessions and Vignettes of the video/DVD series.
- Prepare implementation and training plan.
- Brief your supervisor or senior leaders on AIDET plan.
- Review and decide what tools you need.
- Arrange for equipment and materials for participants:
 - VHS or DVD player and projector (for larger groups, you may want to consider a projector)
 - TV monitor or screen
 - AIDET Learning Sessions and Vignettes of the video/DVD series
- For each participant:
 - AIDET Participant Guide
 - Resources/tools (example: copy of patient satisfaction survey and current results)
 - Pens/pencils
 - Table assignments (optional)
- Prepare flip charts and write your talking points in your own implementation guide to use during training. Prepare cues for when to begin reading the guide and its section overviews.
- Test video/DVD equipment to make sure there are no technical issues.