

# IMPLEMENTATION GUIDE: GETTING STARTED

1. Identify 1-3 INTERACT Champions within the facility.

Champions are those within the facility that will be heading the INTERACT initiative. It is nice to have at least two INTERACT champions for the instances when the other is absent.

2. Champions should review the [INTERACT Implementation by Target Audience – with module times](#).

Review the [INTERACT Implementation by Target Audience – with module times](#) to see how many modules each staff member will need to take, as well as the time it takes.

- **Please note:** We recommend that RNs, LPNs, CNAs, Non-Nursing Staff (Activities, Housekeeping, Dietary, and Laundry), Rehabilitation Staff, Administrators and Social Workers take the INTERACT eCurriculum. However, there are INTERACT eCurriculum courses for Medical Directors, Primary Care MDs, NPs/PAs, and Ancillary staff if the facility chooses this route.

3. Champions should decide how long they would like to take to implement INTERACT completely.

Champions should first ask themselves what the start date would be, and how long they want to take to fully implement the INTERACT eCurriculum.

- Champions can utilize the INTERACT Suggested Implementation Calendar Template which comes in a [12 week plan](#) that is one module per week and a [24 week plan](#) which is one module every two weeks. The first week or two, depending on the timeframe selected, is for the champions to familiarize themselves with the modules.
- This implementation calendar should act as your guide as you are implementing INTERACT into the facility, please make edits as needed. The goal is for this to be a realistic timeline.
- The Suggested Implementation Calendar also lets the champion know who should be taking which of the modules in that timeframe and how long it should take. The modules typically take between 30 minutes and an hour.

4. One of the champions needs to send the [MU\\_Setup Form](#) to Medline University.

One of the champions needs to send the [MU\\_Setup Form](#) with all staff members to [university@medline.com](mailto:university@medline.com). Make sure to include first name, last name, job title, and facility.

- Please make sure to indicate who the INTERACT champions are on the [MU\\_Setup Form](#) in red. Medline University will return the excel spreadsheet with login and password credentials.
- **Please Note:** Roster uploads can take 48-72 hours for completion.

5. Once the roster is returned to your facility, please share the usernames and passwords with your staff.

In addition, you should share the Suggested Implementation Calendar that the facility came up with. At this time, it would be recommended to have a meeting to let all staff members in the facility know that INTERACT is being implemented into the facility.
6. Champions should use the Implementation Calendar to schedule meetings.

Using the Suggested Implementation Calendar, it is recommended that the champions have periodic team meetings or reminders for the staff on the modules they should be completing during the one or two week time frame. After that module is covered, the tool should start being utilized on the floor and in daily activities.
7. Implement INTERACT into your facility.

Champions can use the THINGS TO KNOW and HELPFUL Links document to successfully implement INTERACT at their facility.
8. Celebrate when completed!

Download a report (if post-tests were all taken) to show proof that staff took INTERACT eCurriculum training to implement INTERACT into your facility.

## THINGS TO KNOW

1. Pre-assessment and post-assessment: Staff members are required to take a pre-assessment and post-assessment for each module. On the post-assessment the staff member must pass with an 80% or higher to be marked complete on the Champion reports via Medline University, and to receive a certificate of completion for that module. If the staff member does not pass, they can go back review the areas they got wrong, and retake the post-test. There is no limit to the amount of times the post-test can be taken.
2. Classroom setting education: For CNAs and Non-Nursing Staff, the classroom setting feature is built in. Champions can show the module as a group, and individually staff members can log on to their Medline University account to take the "Test Only" modules. All other staff audiences can utilize classroom setting education, but they will not get a certificate of completion or be marked complete in reports without taking and passing the Post-Test. If you still would like reporting but cannot have the other staff members take the training or post-test online, then it is recommended that a sign-in sheet is utilized. As a reminder, if using a sign-in sheet this data would not be represented in Medline University reporting.
3. Certificate of completion: Staff members will receive a certificate of completion for each module they pass with an 80% or higher. These are stored under "Your Certificates" and can be printed out.
4. CE credits: RNs and LPNs have the opportunity to earn 5 CE credits for the required INTERACT eCurriculum courses. They can earn a 6th CE credit by taking two additional modules.
5. Renewal courses: After two years, staff should take the Renewal Post-Tests, there is one post-test per staff audience. They must receive an 80% or higher to get a new certificate of completion.

6. Reporting: Reporting features are available for Super Users/ Admins on Medline University. The reports recommended for INTERACT eCurriculum are 1) User Activity or Course Activity Report, 2) User Details Report and 3) Program Completion Report. For help with running reports please refer to the [INTERACT eCurriculum Admin instructions](#). If you need further help please contact Medline University at [university@medline.com](mailto:university@medline.com) or call 1-800-216-5954, Option 1 and then Option 4.
7. Ordering INTERACT tools: You can print INTERACT tools out for free via [www.pathway-interact.com](http://www.pathway-interact.com) or can order them via [www.med-pass.com/interact-4](http://www.med-pass.com/interact-4). Facilities can also use tools via certain EMR systems.
8. Medline University support: If you have any issues please contact [university@medline.com](mailto:university@medline.com) or call 1-800-216-5954, Option 1 and then Option 4.

## HELPFUL DOCUMENTS

1. [INTERACT Implementation by Target Audience – with module time](#)
2. [MU\\_SETUP FORM](#)
3. [INTERACT Suggested Implementation Calendar – 24 Weeks](#)
4. [INTERACT Suggested Implementation Calendar – 12 Weeks](#)
5. [INTERACT eCurriculum User Guide](#)
6. [INTERACT eCurriculum Admin Instructions](#)
7. [How to Order Printed INTERACT Tools](#)
8. [Guide to Program Reporting](#)