



## Checklist for developing, implementing and monitoring PCOC education requirements

This checklist is designed for managers, educators and clinicians with responsibility for clinical implementation and ongoing education of the PCOC assessment and response protocol and outcome measures.

Date completed		
Completed by		
Education activities	Comment	
A designated PCOC clinical lead (champion) provides a brief introduction about PCOC to all clinical staff as part of orientation. Short videos <a href="#">About PCOC</a> and <a href="#">PCOC explained</a> (~10min)		
Clinical staff complete the <a href="#">PCOC essentials program</a> clinicians model (~30min)*		
Managers and clinical leads with responsibilities to receive and disseminate PCOC reports complete the <a href="#">PCOC essentials program, managers module</a> (~15min)*		
All clinical and management staff have a copy of the <a href="#">PCOC assessment and response protocol</a> and/ or [insert local guideline/policy protocol here]		
All clinical staff receive the PCOC lanyard cards (definitions and assessment and response) and the SAS ruler		
All clinical staff are receive training on how to correctly use the PCOC assessment tool*: 1. Observe a complete assessment including a patient-reported SAS 2. Undertake a complete assessment, including a patient-reported SAS while being observed by an educator or clinical lead (champion)		
Clinical leads (champions) attend PCOC workshops annually (Assessment and Response, Advanced, and Benchmarking)		
Clinical leads (champions) provide ongoing education using the set of <a href="#">videos</a> (~5min each)*, PowerPoint presentations and case studies (~15min each)* <a href="#">Web-based education</a>		
Clinical leads (champions) undertake <a href="#">audits and case review using PCOC templates</a>		

**\*Note:** as part of an ongoing education and skills maintenance strategy it is recommended to complete these activities annually.