

Workplace Safety and Security -- Design Document

<i>Business Purpose</i>	<p>As part of AIDA Healthcare’s ongoing commitment to safety in the workplace for employees the purpose of this course is to fully explain what workplace violence is and to explain the warning signs of an escalating situation. In 2022, aggregate data showed 140 reported incidents of workplace violence across all sites. Our goal is to reduce these incidents by 80% or no more than 28 incidents reported across all sites. Through this module, it is expected that learners will be able to recognize the warning signs of physical and verbal violence and implement strategies to effectively handle both types of workplace violence.</p>
<i>Target Audience</i>	<ul style="list-style-type: none">• New Employees of all AIDA Healthcare Facilities• AIDA Employees undergoing mandatory cyclical training
<i>Training Time</i>	15 minutes
<i>Training Recommendation</i>	<p>It is recommended that this training be completed using an eLearning module to be completed by the employee and tracked by the Learning Management System. The reason for eLearning is the preferred method of delivery is the number of employees that need to be trained exceeds the logistical requirements necessary to train using methods of training such as in-person, vILT, and asynchronous training. eLearning is the most cost-effective option.</p>
<i>Deliverables</i>	<p>1 design document</p> <p>1 eLearning module:</p> <ul style="list-style-type: none">• Developed in Articulate RISE• Interactive activities• 1 end of module quiz• Module is SCORM compliant
<i>Learning Objectives</i>	<ul style="list-style-type: none">• Define workplace violence• Define the two categories workplace violence falls into• Identify the 8 warning signs of an escalating situation and the category it falls into• Implement strategies to deal with workplace violence

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<i>Training Outline</i>	<ul style="list-style-type: none">• Course Introduction and welcome message from President of AIDA Healthcare• Pre-Assessment: What is your workplace safety and security IQ?• What is workplace violence?• The warning signs of an escalating situation• Course Review• End of module quiz• Summary• Conclusion
<i>Assessment Plan</i>	<ul style="list-style-type: none">• Learners will be assessed after a course review with a built-in quiz developed in Articulate RISE.• Successful completion of module based on a score $\geq 80\%$.