



## TRIAL PROCEDURE

Like anything in life what you get out depends upon what you put in. Nothing's easy at first. But, like driving a car, once you've got it, it's easy and well worth it. ReMe is no different. The rewards are huge if you make the effort and then build ReMe into your care regime.

Here's how to trial ReMe using a tried and tested way to gain quick and easy proficiency.

It's critical that you adhere to the sequence, even if the timing slips due to time limitations and the impact of the unexpected.

NB. Person Cared For = PCF

# WEEK 1/ STAGE 1



The aim is to;

1. Set up ReMe
2. Enrol carers
3. Familiarise all users with the system
4. Run some basic activities to generate confidence

## TASK 1: Identify aims & KPI's

- List your **desired outcomes** for ReMe. Here's some options; Reduce loneliness/increase social engagement, support carer engagement, 1:1 activities and group activities, enhance family engagement and improve reporting.... etc.
- Choose what **KPI's** will define the success of these trials?

## TASK 2: Setting Up ReMe

- Turn on your tablet and **log in** with your user name and password.
- Click on Admin Tools and go to **Organisation details** and enter your facilities details.
- Send **Invitation emails** to the carers to be enrolled in ReMe.
- Choose the **Responsible Manager** and **ReMe Ambassador** (the digitally experienced 'go to' person) and adjust their roles within their listing in the Carers module.

## TASK 3: Learning to Use ReMe

- Watch the Quick start and Help **videos** on the Dashboard and each ReMe page.
- Access the **training manual** from your Getting Started email or [here](#).
- Add your photo to your **My Details** in the Navigator so it appears here.

## TASK 4: Starting to use ReMe

- Start your own **My Story** via the Navigator to get used to uploading content.
- Run a 1:1 **Readymade** activity with the Dummy PCF.
- Connect tablet HDMI cable to TV and run a **group Readymade** activity.
- Hold a ReMe **Conversation** with the Dummy Resident (ie your favourite place)

## Check List for Week 1/ Stage 1:

1. What were your aims?
2. Have you set up a Responsible Manager?
3. Have you chosen a ReMe Ambassador?
4. Has each person completed My Details?
5. Has each carer started their My Story?
6. How many 1:1 Readymade activities have been run?
7. How many Conversations have been held?

## WEEK 2/ STAGE 2



The aim is to;

1. Enrol PCF's by inviting families to use ReMe
2. Start to work with PCF's
3. Run and create Group Activities

### TASK 1: Enrol PCF's

- Choose what format **email** to send to Family Administrator (see [here](#)) and send out emails.

### TASK 2: Work with PCF's

- Run a **ReadyMade** with a PCF.
- Use **My Story** to engage and build up My Story knowledge library with PCF's.
- **Discover** content and save in PCF My Story
- Hold **Conversations** with PCF.

### TASK 3: Group Activities

- Run **Readymade** activities with groups.
- **Create** and run a Readymade activity.

### TASK 4: Record Activities

- Use **Record Activity** to capture external events such as gardening.

## WEEK 2/STAGE 2 SURVEY

Complete the **Stage 2 Survey** [here](#) when you have completed these tasks. Or create your own.

### Check List for Week 1/ Stage 1:

1. How many families did you send invites to?
2. How many families have enrolled?
3. How many Readymade activities have you run with PCF's?
4. How many Readymade activities have you run with groups of PCF's?
5. How many Readymade activities have you created?
6. How many external activities did you record with Record Activities?

## WEEK 3/ STAGE 3



The aim is to;

1. Establish a regular schedule of usage
2. Invite all remaining families

### TASK 1: Scheduling Activities

- Decide on a **schedule of activities**. How many 1:1's should be held each week by carers and schedule their timing on the ReMe calendar

### TASK 2: Invite remaining families

- Send our **emails** to remaining families.

### TASK 3: Music therapy

- Build **Music Topics** for PCF.

### TASK 4: Playlists

- Create a **Playlist** for a PCF.

### Check List for Week 3/ Stage 3:

1. Have you created a schedule for using ReMe?
2. Have you invited the remaining families?
3. Approximately how many music Topics have you created?

## WEEK 4/ STAGE 4



By the end of Stage 4, the aim is to have achieved...

1. Understanding how ReMe can bring multiple benefits
2. Enjoying using ReMe on a regular basis
3. Building ReMe into each users' weekly usage schedule

### TASK 1: Reporting

- Develop a strategy to use **reports**.

### TASK 2: Wellbeing Reports

- Start to record **wellbeing reports**

### TASK 3: Life Story work

- Use ReMe to create **Life story** books

### TASK 4: Health & Wellbeing

- Set up **Health & Wellbeing** data for some residents

## TRIAL COMPLETION SURVEY

Please access **Completion Survey** [here](#). Or create your own.

This final Survey seeks to:

- a) understand the views of all those involved in the trial process.
- b) Learn what changes they believe should be made
- c) What succeeded and what failed
- d) What specific thoughts each user had

### Included Survey Questions:

1. What were your aims?
2. How many carers are enrolled
3. Do they find ReMe hard?
4. How many family members engaged?