



Post-Secondary Partners in Connect Care – Training Task Force Meeting Minutes

Meeting

Date/Time: December 11, 2023, 11:00 a.m. - 12:00 p.m.

Information: Virtual Meeting via **Teams**

Or call in (audio only)
+1 587-412-5456

Phone Conference ID: 680 257 96#

Agenda Item	Notes:	Action:
Welcome	Please refer here for past taskforce meeting minutes.	
Training updates and feedback (Kristina)	<ul style="list-style-type: none">As you are aware, January is one of the biggest uptakes and the most complicated because, although we have a strong framework in place, many of the rules do not apply for January training, as students 7-10 days before placement starts on January 2.Working closely with many of the schools to gain an understanding of the needs, availability and working around the winter break.Working with AHS scheduling, in terms of what there is for space, how many seats there are, and what can realistically be done.Many students are starting the first week of January; January 2-5 and again the week of January 8, it then tapers off from there.Students in the Central and Edmonton Zones have been offered training in December, the week prior to Christmas, as this worked well for some of the schools in those zones.There is a very robust and full January schedule where training begins January 2 and goes all the way through.Capacity has been reached for what can be booked between January 2-12 across the Central, Edmonton, North, and South Zones.This means that those of you whose students do not yet have their bookings, they are being enrolled now into those seats.	



	<ul style="list-style-type: none"> • To clarify, the students get the seats they get. If the seat does not align, everyone will have to work together to make it work as there is no additional space in 4/5 for the zones to add training in that date frame. • The schedule is now done and when the students get their enrollments this week, changes are not likely to be accommodated. • It is anticipated that approximately 3,000 students will be trained in December and January. • As a reminder, the request we are receiving from the scheduling team to align with processes at AHS is that the schools will be asked to look at their numbers and provide estimates of your students on the placement start dates six months to a year in advance. • It is understood that for each program there will be nuance involved. Pamela and Kristina are motivated to collaborate with the schools to find the best way to do this, but accurate projected numbers are needed. <ul style="list-style-type: none"> ○ This is great news. Other than an odd nuance, the PSIs can provide the student numbers a year ahead. 	
<p>Training in school – update (Holly)</p>	<ul style="list-style-type: none"> • The next pilot is taking place on December 19 at NAIT. • Currently framing an evaluation around the pilot and in terms of viability, how best can it be supported moving forward, decision making on moving forward with having future sessions within some of the PSIs. 	<p>Further update will be provided at the January 8 meeting.</p>
<p>Additions to Agenda / Question and Answer Period</p>		
	<ul style="list-style-type: none"> • There has been a Connect Care change for LPN orthopedics and that change has been implemented on the IT spreadsheet and uploaded in HSPnet as well. • Q: When making changes for January, moving students, and changing dates, is a PITS form needed to do this? <ul style="list-style-type: none"> ○ A: Yes. If anything is different from what was originally submitted an audit request needs to be kept to ensure everything matches. • Q: When will the roles for Community Public Health Nursing be decided? <ul style="list-style-type: none"> ○ A: No update currently. • Q: What confirmation do the schools receive once an ILT is scheduled for both instructors and students? 	



	<ul style="list-style-type: none"> ○ A: The participants receive an email; the schools do not receive any direct communication and it is up to the students to provide confirmation. ○ Please remind your students not to rely on an email. The students should be advised to check MyLearningLink (MLL). • Q: How do we find out if training has been missed? <ul style="list-style-type: none"> ○ A: The students should have their enrollment in their MLL at the 10 days prior to placement mark. If they do not, please email Kristina 7 to 10 days in advance to say the students do not have training booked. 	
Next Steps	Notes	Action
	Date: January 8, 2024 Time: 11:00 a.m. - 12:00 p.m. Location: Virtual Meeting via MS Teams	