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

Meeting

Date/Time: January 13, 2025

Information: Virtual Meeting via MS Teams
Or call in (audio only)
+1 587-412-5456

Phone Conference ID: 561 317 053#

Agenda Item	Notes:	Action/Attachments:
Welcome	Please refer here for past taskforce meeting minutes.	
Scheduling Update (Kristina)	• A reminder that if your students are booked in a classroom, they will be able to see the location in MyLearningLink (MLL). The delivery model of the courses is called pure virtual, this means an instructor will be delivering the training via Zoom. The students need to come to the classroom prepared with their headsets; this is a requirement for all training. • It is recommended that once the students get their network access to work through the onboarding checklist of training, they should ensure all of their access is working. • The students should make sure that they can log into MLL to complete all of the eLearning associated with their roles, and the eLearning is listed on the required training tab. • Links to guides have been provided to automated ILT emails to help the students complete the training in MLL. • There are some students whose emails are not as expected in MLL and one of the steps in the onboarding checklist does show how to check that and fix this ahead of training, and ideally ahead of the sending out the Zoom link for training. • As a reminder the eLearning, "On our Best Behaviors," is required to be completed prior to the training. • As noted, there are many resources to help the students navigate MLL, and the recommendation is for the students to work through the MLL guide. The guide can be found on the external website as well as on MLL.	

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	• It is recommended to guide the students to access the resources that are in place on our external website before contacting the training team with issues. • The training team is unable to provide support with the SEUPA. The SEUPA is a completely self-directed piece.	
General Updates (Pam) - Rural Nurse to AMH Inpatient Bridge - Multi-Function Units (MFUs) – Unique Roles - PITS Form Update - .e2 Accounts - Student Role Catalog - Schedulable Resources - Student Onboarding Guide	**Rural Nurse to AMH Inpatient Bridge:** • The Rural Nurse bridge to cover the inpatient training portion of the Addictions and Mental Health (AMH) inpatient role is now active. • This is one of several bridges that are in place from Rural Nurse to different roles, these bridges were put in place reduce the redundancies with training. • There were three students that were registered for the Inpatient Med-Surg training when they did not need it. The students have ben informed that they do not need this training. • If there are students that have the Rural Nurse, they will only be registered for the half day AMH supplement training that does not have an EUPA or SEUPA. **Multi-Function Units (MFUs) – Unique Roles** • There are several multi-function units in AHS, meaning they have different portions of different builds from different applications built together. • These units see many different patients, they have operating room patients, day surgery, etc. The operating room application is for operating room patients only, there are other applications for other types of patients. • Many of the MFUs take students and there is a lot of training for these units, as many different patients are seen on a daily basis. • Before 2024 students were not allowed to take these roles as they grant significant access as well as security access (because those units treat a lot of different patients). • These roles are restricted; however, many requests and considerations have been put forward from the PSIs and students will now be granted the MFU roles. • The roles are not available on HSPnet. To have these roles assigned the PITS form must be used. • The PSIs must know which role is being used for the unique unit that the student is going to. • The new PITs form will have an MFU tab on the bottom, the tab will have a list of the MFUs, and then determine the role that needs to be assigned. After that the form can be submitted. • The AHS Student Placement team will reach out to the PSIs that have students going to the MFUs to provide an update as well. **PITS Form Update:** • The update to the PITS form should be complete early next week. • As a reminder, always download a new copy of the form when you are using it, do not keep a copy of it on your desktop.	

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- Connect Care is a fast-paced environment, and the information is updated frequently, so please ensure you are working with the most up-to-date copy.
- To note, when the PITS form in HSPnet is downloaded, individual approvers will be added.

.e2 Accounts:

- There has been an increase in students not using their dot E2 accounts. A dot E2 account is an Epic term, these accounts are given to students if they also have an employee email.
- For example, if a person is employed as an HCA and they are going back to school to become an RN their nursing role will be registered to a dot E2 account.
- When someone is charting the system needs to be able to determine what "hat" the person is wearing that day, the dot E2 account differentiates when the person is working in their student nurse role vs. their HCA employee role.
- Please remind the students the importance of using their dot E2 accounts if they have one.

Student Role Catalog:

- Currently working on an update to the Student Role Catalog to make it more efficient.
- This will be a feed from the AHS source of truth, so when this is updated the student catalog will also updated.
- When a role has been updated it will now show the date of the update.
- As mentioned before with the PITS form, please ensure you are downloading a fresh copy when you are using the catalog as well.

Schedulable Resources:

- Tickets have been sent in regarding students being able to be schedulable resources; can they schedule, or can they have patients scheduled to them and can the students look at the work queue lists?
- The answer to this is always no. Students cannot schedule as this is a restricted activity. The students cannot be a schedulable resource as is also a restricted activity.
- This is an AHS provincial decision that has been made and has been in place for several years.

Student Onboarding Guide:

- Section 3 in the Student Onboarding Guide, previously called the Student Onboarding Checklist, has broken links under the SEUPA section.
- This is being addressed with the communications team.

Comments/Question and Answer Period	

	• **Question:** In previous discussions it has been noted that if students are unavailable for training that the blackout dates are to be put in the pink calendar in HSPnet, is this still the case? If you go back into the history, it is showing the dates that should be blackout dates as available dates.
	    ○ The blackout dates do go in the pink calendar, to make it truly clear it is recommended that it is typed in, x dates are unavailable for training, or the student would prefer not to be booked on x dates.
	• **Question:** When ACP students get their first placement, they are typically placed in the OR, ER, or an obstetrical unit, will they get trained for all three sites initially?
	    ○ Yes, this is correct. It is one role, one class.
	• **Question:** Students complete their SEUPA at a workstation on the unit they are working on instead of going to the assigned learning centre?
	    ○ The workstation computers on the units do not meet the requirements, so the students should be using the computers at the Learning Centres that are assigned.
	• **Question:** Is there an update on the funding for student training moving forward?
	    ○ No update at this time.
	• **Question:** Does Connect Care access remain active when students are moving around to different units during their training?
	    ○ When entering the first placement location, click the box that says ILT required so that the training team can schedule the students for training. For subsequent locations you do not need to click the box.
	    ○ The Connect Care role that is required must always be entered.
	    ○ When students are moving around, try and be as accurate as possible as AHS needs to know where students are in the facilities.
	    ○ The access does get removed at 23:59 on the last day that has been entered; if the student is in the ER for one week, access will sunset on Friday night at 23:59. If the student starts the following Monday in the OR it will become active again (only, of course, if the proper placement data is entered into HSPnet).	

Next Steps	**Notes**	**Action**
	Date: Monday, February 10, 2025 Time: 11:00 a.m. - 12:00 p.m. Location: Virtual Meeting via MS Teams	

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