



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

### Meeting

Date/Time:

February 10, 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 <a href="#">here</a> for past task force meeting minutes.	
Scheduling Update (Kristina)	<ul style="list-style-type: none"><li>• There have been several requests for Therapy Plan Badge training, as well as questions regarding the ICU, CVICU, and NICU independent learnings. Both the therapy plan badge and the ICU roles have been moved to training that is independent learning.</li><li>• These independent learning modules can be accessed in MyLearningLink, and the students do not to book an AHS computer.</li><li>• To note, this is not broad across the board for independent learnings, there are some learnings that do require an AHS computer booked.</li><li>• If an email needs to be sent to the training team to request enrollment and the role has just been requested in HSPnet the same day as the email is sent, please let the training team know as it takes at a minimum 24hrs for automation to flow through.</li><li>• There has been an increase in requests for students to complete SEUPA retakes at AHS sites on evenings and weekends, just for awareness for the schools that the expectation is availability during business hours, as most of the learning centres are not available outside for business hours.</li><li>• As a reminder, rescheduling of training requires a lot of work, and it is appreciated that all the data that is provided to the training team is accurate.</li><li>• There has been an increase in receiving lists of students to enroll and when the enrollment is complete, there is a large amount of students that need to be rescheduled as the initial information was captured incorrectly the first time.</li><li>• The rescheduling policy is for emergencies only and the training team has limited resources to accommodate rescheduling.</li></ul>	



<p>S/A (Security Access) Listing Report in HSPnet (Kristina, Jessica &amp; Dani)</p>	<ul style="list-style-type: none"> <li>• Kristina, Jessica, and Dani provided a presentation (attached) on the S/A (Security Access) IT Listing Report.</li> <li>• This process is intended for the placing coordinators and the student administrators who are directly involved with scheduling and coordinating for their PSIs.</li> <li>• The purpose of the presentation is to benefit utilization of these reports and processes to help the flow of information to the Connect Care Learning and Scheduling team.</li> <li>• <b>Question:</b> Is this for ILT training only? <ul style="list-style-type: none"> <li>○ Yes. The independent learnings and eLearnings are captured separately.</li> </ul> </li> <li>• <b>Question:</b> Can it be assumed that the learner list will not capture CapitalCare placements as they are not yet automated? <ul style="list-style-type: none"> <li>○ That is correct. In order to report on the CapitalCare students, when you submit the PITS (Provincial Information Technology Services) form, it is sent back with the IGUID, and that enables the team to produce a learner list.</li> </ul> </li> <li>• <b>Question:</b> How is the learner list pulled? <ul style="list-style-type: none"> <li>○ The list cannot be pulled by the PSIs, it is produced by the Connect Care Learning and Scheduling Team.</li> </ul> </li> <li>• <b>Question:</b> To clarify, if the training status is complete, that just means that it has to be complete at some point? <ul style="list-style-type: none"> <li>○ Yes, this means completed at any point in the past; meaning, that training could be expired (&gt;180 days) and we do not have a way to report to you on that piece of the status.</li> </ul> </li> <li>• <b>Comment:</b> This is a great tool to see when you are pulling up the student's information to see if any information is missing, etc.</li> </ul>	 <p>SA IT Listing Presentation_ Feb 10,;</p>
<p>General Updates (Pam)</p> <ul style="list-style-type: none"> <li>- New Student Roles Catalogue published</li> <li>- PITS (Provincial Information Technology Services) Form will be published soon</li> <li>- Reminder: No Scents in AHS Facilities, including training sites</li> <li>- Reminder: Instructor role to match student role</li> <li>- Learning Centre Booking for PLY (Connect Care play environment) Access</li> <li>- AMH (Addictions &amp; Mental Health) Inpatient Supplement - Redo</li> </ul>	<p><b>New Student Roles Catalogue:</b></p> <ul style="list-style-type: none"> <li>• The new catalogue has now been published and can be found on the <a href="#">Connect Care Post-Secondary Institutions, Regulatory Colleges &amp; Professional Associations Resources web page</a> under Student Catalogues.</li> <li>• The Excel file that opens is downloaded directly from the source of truth and is more accurate than the previous version.</li> <li>• As a reminder, please download a new version on a weekly basis as an updated version may be added throughout the week.</li> <li>• To note, the roles have not been updated in HSPnet as of yet, as some background codes still require verification.</li> <li>• <b>Question:</b> Do the students need to take the optimization and after class training as well? <ul style="list-style-type: none"> <li>○ No, these do not have to be completed, but they are recommended.</li> </ul> </li> </ul> <p><b>PITS (Provincial Information Technology Services) Form:</b></p> <ul style="list-style-type: none"> <li>• The newly revised PITS form should be complete shortly, the form is under the last stages of stakeholder review.</li> </ul>	<p>Pam to put information on the AHS No Scent policy in the Student Onboarding Guide.</p>



	<ul style="list-style-type: none"> <li>Again, please download a fresh copy as a communication will not be sent to advise that the form has been published.</li> </ul> <p><b>Reminder: Scent Free Environments:</b></p> <ul style="list-style-type: none"> <li>All AHS facilities including training facilities are to be scent free.</li> <li>Recently there was a situation where a trainer had a reaction to a scent that a student was wearing in the classroom.</li> <li>Please remind your students that they should not be using any body sprays, perfumes, colognes, etc. while in an AHS facility or building. Scented deodorant is fine.</li> </ul> <p><b>Reminder: Instructor Role to Match Student Role</b></p> <ul style="list-style-type: none"> <li>Reminder that the instructor roles need to match the student roles.</li> <li>It is understood that this cannot be done 100 per cent of the time, but when it is possible, please ensure that they match.</li> <li>There is an ability in HSPnet to still put the role in and assign the instructor, but then not to book for training.</li> <li>The role will still need to be assigned to the instructor, but they do not need to be booked for classroom training.</li> </ul> <p><b>Learning Centre for PLY (Connect Care Play Environment):</b></p> <ul style="list-style-type: none"> <li>There is not enough capacity to allow students to use the play environment on the learning centre computers.</li> <li>These requests will be denied due to capacity issues.</li> <li>If the students would like to practice, they can do this on their lunch breaks, etc.</li> <li>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?</li> <li>The answer to this is always no. Students cannot schedule as this is a restricted workflow within Epic.</li> <li>This is an AHS provincial decision that has been made and has been in place for several years.</li> </ul> <p><b>AMH (Addictions &amp; Mental Health) Inpatient Supplement – Redo:</b></p> <ul style="list-style-type: none"> <li>If a student has taken the AMH supplement previously but have not used it in 180 days, they will have to retake it as there is no EUPA or SEUPA attached to it.</li> <li>This is a 3.75hr class that does need to be repeated if they are going to another inpatient psych area or another AMH area.</li> </ul>	
<b>Comments/Question and Answer Period</b>		



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	<ul style="list-style-type: none"><li>• <b>Question:</b> At times when booking a group placement, the instructor's name is not known or the name of the instructor changes, is the name needed when requesting a group placement in Connect Care?<ul style="list-style-type: none"><li>○ It is preferred to have the name of the instructor at least 45 days prior to the placement.</li></ul></li></ul>	
<b>Next Steps</b>	<b>Notes</b>	<b>Action</b>
	Date: Monday, March 10, 2025 Time: 11:00 a.m. - 12:00 p.m. Location: Virtual Meeting via <b>MS Teams</b>	