



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

### Meeting notes

Date/Time: September 3<sup>rd</sup>, 2020, 11:00-12:30  
Information: Virtual Meeting via [Skype](#)  
(the Skype Web Application can be downloaded from [here](#))  
Conference ID: 6283949  
Toll Free Call in # (877) 352-4495

### Preparation

In this meeting we will provide updates regarding training, processes and resources. Additionally, we will address questions, and discuss some key deliverables related to student/instructor Connect Care training. Please review the latest implementation schedule [here](#) and past meeting minutes [here](#).

### Meeting notes:

Item	Description	Engagement <sup>1</sup>	Lead
Welcome – 5-10 min	Refer to <a href="https://www.albertahealthservices.ca/info/Page16725.aspx">https://www.albertahealthservices.ca/info/Page16725.aspx</a> for past taskforce minutes	Collaborate	Chad
10 min	<p><b>1. Training Update</b></p> <p>Connect Care Wave 2 launch is scheduled for October 24<sup>th</sup> and Wave 3 on of February 27<sup>th</sup> 2021.</p> <p>Resourcing (Classroom space, Credential Trainer availability, etc.) has been challenging due to COVID 19 impacts combined with the geographic spread in Wave 2 implementation sites.</p> <p>Health and safety guidelines will continue to be followed during Instructor Led Training (ILT).</p> <p>Appropriate PPE, single use items and sanitization supplies will be provided for classroom training.</p> <p>Attendees must complete their daily fit for work pre-screening questionnaire prior to presentation to ILT.</p>	Inform	Francine, Chad
10-20 min	<p><b>2. Student Onboarding Processes:</b></p> <p><b>Student Identifiers:</b></p> <p>AHS will require a student’s full legal name that will be used when their AHS IT accounts are created. This will then align with their legal name that will be indicated on</p>	Inform	Frankie, Chad, Jacqueline, Trish

<sup>1</sup> Increasing impact (IAP2 framework): Inform → Consult → Involve → Collaborate → Empower



	<p>their professional license and facilitate appropriate credentialing within Connect Care.</p> <p><b>Dual Roles and Aliases:</b></p> <p>Users can only have a single AHS network account.</p> <p>Within Connect Care, we have situations where users have more than one role. For proper function and security access, alias user accounts must be created by IT in order for the user to toggle between roles when logging into Connect Care. (e.g. nursing student is also a staff Health Care Aide, clinical instructor who is also an AHS staff member).</p> <p>When submitting the IT spreadsheet, schools must indicate if the student (or faculty member) is also an AHS staff member to flag the alias creation workflow when requesting Connect Care access.</p> <p><b>ILT Scheduling</b></p> <p>Student scheduling requests are high and multiple teams are involved in a complicated onboarding process. Resources are anticipated to become challenging for student training after post-launch Waves 2&amp;3.</p> <p>Timing of the classes might also be challenging to coordinate for all schools (exams period; end of semester vacation etc.). Collaboration on problem solving with our academic partners will be crucial in our exploration of options to mitigate.</p> <p>Scheduling/booking students for ILT should be done prior practicum start date. As dates and seat availability is quite limited, there may be instances where ILT completion is not possible prior to practicum start.</p> <p>Note: for instances where the student cannot complete their ILT prior to practicum start, a request to AHS can be made for "Clinical View Only" role. Please make these requests to <a href="mailto:student.placements@ahs.ca">student.placements@ahs.ca</a></p> <p><b>Action Item:</b></p> <p>Where possible, schools will provide AHS their anticipated practicum numbers 6 months prior to placement. Please submit this information to chad @ <a href="mailto:chad.zelensky@ahs.ca">chad.zelensky@ahs.ca</a></p> <p><b>3. IT Spreadsheet and Course Catalogue</b></p> <p>The most recent and updated spreadsheet and Connect Care catalogues are uploaded in HSPnet.</p> <p>It is highly recommended that schools only use these up to date documents vs a previously downloaded/saved version that might be outdated.</p> <p><b>Action Item:</b></p>		
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	<p>Latest iteration of the IT spreadsheet will be uploaded to the external website for reference.</p> <p><b>4. HSPnet</b></p> <p>All requested student information must be released in HSPnet once placement is confirmed.</p> <p>Once HSP automation is implemented all student information, including Connect Care role(s), will be imported to create student's network access and the need IT spreadsheet will be eliminated once all legacy computer information systems are retired.</p>		
10 min	<p><b>5. Resources:</b></p> <p>Post-Secondary Institutions, Regulatory Colleges &amp; Professional Associations Resources Website:</p> <ul style="list-style-type: none"> <li>• Course Catalogues – both Nursing and Allied Health version have been uploaded to the external AHS CC page.</li> <li>• Some roles in catalogue are “attached,” meaning that the student needs both roles to have proper access (e.g. Forensic role – Allied Health) so please take care when selecting role(s).</li> </ul>	Inform, Consult, Collaborate	Jacqueline, Chad
10 min	<p><b>6. Students as Super Users</b></p> <p>Connect Care Super User Team prepared a presentation providing more information about Super User Overview, skills and their role. (see attachment)</p> <p>Note: The commitment attached to being a super user in addition to the 2+ days if ILT are 4 weeks at the elbow support (e.g. onsite support) during an AHS' implementation phase.</p> <p>Interested student/faculty can reach out to the Super User Team at: <a href="mailto:ConnectCareSuperUsers@ahs.ca">ConnectCareSuperUsers@ahs.ca</a></p>	Inform, Consult	Super User Team
20 + min	<p>Question and Answer Period</p> <p>Meeting adjourned: 12:15</p>	Consult	All
Next Steps – 10 min	Next meeting – October 15 <sup>th</sup> , 11:00-12:30		