



Connecting Access Regional Exchange

Training & Engagement Communication Kit- Week 3

April 19, 2021



#WeCARE4

Question 1

What is instructor-led training?

- Instructor-led in-person training runs from July 5, 2021 to September 3, 2021.
- This session will provide an in-depth review of eLearning and will also incorporate further training on documentation, order management and patient flow management.
- Instructor-led in-person sessions are designed to incorporate workflows and address end user needs.
- We are ensuring that all Infection Prevention and Control (IPAC) measures are followed for instructor-led in-person training and will adjust as new Public Health guidelines are announced.



Question 2

Who needs instructor-led training and what are the time requirements?

Instructor-led in-person training will be **8 hours** for Clinical staff and **4 hours** for Allied Health, Lab, Pharmacy and DI Staff.

***Note:** End user training for MEDITECH Expanse administrative modules to be coordinated directly by the Administrative Stream. These staff will receive either Instructor-led in-person or virtual on-the-job training.

Role	In-Person
Clinical Staff	4-8 hours
Clerical	2 hours
Lab	4-6 hours
Pharmacy	4-6 hours
DI	Optional Drop-In
Allied Health	4 hours

Question 3

What will the training rooms be equipped with?

- ✓ Computers
- ✓ Projector/ Smartboard/ TV
- ✓ Zebra TC52 mobile computer
- ✓ Cordless Scanners
- ✓ Dragon Mics
- ✓ Trainer Computer



Question 4

Where will instructor-led training take place?

Instructor-led in-person training will take place at each site in dedicated rooms.

CGMH	GBGH	HHCC	RVH
Modular Space (Large Room)	Computer Lab	Computer Training Room	3G506
Modular Space (Small Room)	Conference Room 1	Classroom 1	4G506
Admin Board Room	CARE4 Training Room	Classroom 2	3G104
			4G104
			4G324
			3G507
			2C043
			2C041
			1C098
			Library