

Winter 2020 Train the Trainer Session Dates for Clinical Instructors for who are placed at SHN Birchmount & General hospitals

All sessions are at the General hospital in Training Room A located in the Crockford Wing -
basement, across from MRI unit.

SHN General is located at: 3050 Lawrence Avenue East, Scarborough, ON M1P 2V5 on the
northwest corner of Lawrence Avenue and McCowan Road.

This document outlines the process for Electronic Documentation (eDoc) training for clinical
instructors who are placed at Birchmount and General hospitals of SHN.

**** Please note that CIs and students placed in the Family Maternity Center (FMC), Operating Room (OR), and the
Emergency Department (ED) do not document electronically so the following steps are not required****

Process for Train-the-Trainer Sessions for Clinical Instructors

- Clinical instructors must attend a training session provided by IS staff at the beginning of the semester.
- Clinical Instructors will be provided with a step-by-step manual on how to train students in electronic documentation (eDoc).
- Returning clinical instructors that are comfortable with e-Doc can be exempted from this training session after approval.
- Class sizes are 10 – first come first served.
- to sign up for a session, or request approval for exemption, please see below
- All the Train-the-Trainer sessions are at the Training Room A @ the General, Crockford Wing basement, across from MRI unit, even if your group is placed at the Birchmount hospital
- After Clinical instructors have completed their training, they will be provided with a 3-hour training time period in one of the hospital computer training rooms at the beginning of the student placement to train their students. The times for these sessions will be agreed upon at the Train-the-Trainer session.

Dates for Winter 2020 Train-the-Trainer Sessions are:

1. Friday, Jan 3, 2020 – 0830-1330 or
2. Wed, Jan 8, 2019 – 0830-1330

Clinical Instructors who want to register to one of these sessions, please follow the instructions below:

Send via email to StudentRms@shn.ca with Instructor's name & School **on the subject line** and include the following required information in your email:

1. Name of School
2. Instructor's First and Last Name
3. Start AND End Date of Placement
4. Nursing Unit of placement
5. SHN Hospital of placement i.e. Birchmount (BIR) or General (GEN)

Clinical Instructors, even if active SHN staff, must have their mandatory, pre-placement onboarding via SurveyGizmo—completed in full - prior to this session.