

Winter 2020 Train the Trainer Session
for Clinical Instructors for who are placed at
SHN Centenary hospital

This session is being held at Centenary hospital in the MIS Training Room located on the 14th floor, Room # 14113

SHN Centenary is located at: 2867 Ellesmere Road, Scarborough, ON M1P 2V5 on the southwest corner of Neilson Road and Ellesmere Road.

Please note that CIs and students placed in the Birthing Centre and Mental Health do not document electronically so the following steps are not required.

Process for Train-the-Trainer Session for Clinical Instructors

- Clinical instructors must attend a training session provided by CPL 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.
- Returning clinical instructors that are comfortable with Meditech can be exempted from this training session after approval.
- Class sizes are 12 – first come first served.
- To sign up for a session, or request approval for exemption, please see below
- After Clinical instructors have completed their training, they will be provided with a 4-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 AFTER the Train-the-Trainer session has been completed.

Date for Winter 2020 Train-the-Trainer Session:

1. Monday January 6, 2020 – 0800-1200

Clinical Instructors who want to register for this session, please follow the instructions below:

Send via email to s.clinstplacements@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

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