

eRegistries Training Workplan Template

<u>ACTIVITY</u>	<u>STATUS</u>	<u>RESPONSIBILITY</u>	<u>DEADLINE</u>
1. Training calendar			
2. Develop training template			
<ul style="list-style-type: none"> • Identification of training objective, participants, duration, venue, dates 			
3. Administrative and logistic tasks			
<ul style="list-style-type: none"> • Establish agenda • Send invitations • Reserve venue • Arrange refreshments, if necessary • Assess equipment needs • Confirm computer hardware, connectivity, etc. 			
4. Course syllabus			
A. Course introduction			
<ul style="list-style-type: none"> • eRegistries overview • Ministry support and national guidelines • Participant expectations • Paper to digital transition • <i>Materials: Powerpoint slides, user aides, letter or video from Ministry</i> 			
eRegistry overview			
B. Explanation of eRegistries workflow			
<ul style="list-style-type: none"> • Patient-provider interactions: challenges and approaches • Live demonstration • Patient data input • Case studies with patient medical data • User aids • System updates • <i>Materials: PowerPoint slides, user aides, example patient data for entry, access to the live system displayed via projector</i> 			
Additional topics:			
C. Data privacy and confidentiality			
<ul style="list-style-type: none"> • Data security 			

<ul style="list-style-type: none"> • Data quality • Data sharing • Data access 			
<ul style="list-style-type: none"> • <i>Materials: PowerPoint slides</i> 			
Hands-on training			
D. Breakout sessions (using computers with internet connection)			
<ul style="list-style-type: none"> • Role playing: patient registration/provider data collection 			
<ul style="list-style-type: none"> • Trainers interaction and supervision 			
<ul style="list-style-type: none"> • <i>Materials: PowerPoint slides, case study examples, networked computers, post-its, pens</i> 			
Group discussion			
E. Discussion of common challenges			
<ul style="list-style-type: none"> • Question and answer sessions 			
<ul style="list-style-type: none"> • <i>Materials: Powerpoint, notetaking</i> 			
FOR TOT: Simulation Training			
F. Break out groups simulating trainings using distributed materials and computers with internet connections			
<ul style="list-style-type: none"> • Role playing – take turns being the ‘trainer’ (on site and district) 			
<ul style="list-style-type: none"> • Simulate basic user support scenarios 			
<ul style="list-style-type: none"> • <i>Materials: networked computers with projector, USB drives with electronic versions of the training, printed versions of training materials, printed versions of user support materials</i> 			
Evaluation			
G. Evaluate competence and comfort level with the system			
<ul style="list-style-type: none"> • Assess whether objectives and learning outcomes were achieved in training 			
<ul style="list-style-type: none"> • Conduct evaluation assessing training modules 			
<ul style="list-style-type: none"> • <i>Materials: PowerPoint slides, evaluation surveys, pens, and paper</i> 			