

Health PEI

CLINICAL INFORMATION SYSTEMS

CIS Major New Functionality

Training Procedure

- 1) All Managers/Employing Authority (or designate) are responsible to ensure their staff/physicians are scheduled into mandatory training sessions prior to implementation of *MAJOR new functionality.
- 2) A designated person in each facility will maintain a record of all staff that have been trained. The appropriate Manager/ Employing Authority will be notified if their staff member has not received the mandatory training PRIOR to the implementation date. (GO LIVE)
- 3) Any staff member /physician that has not been trained on the major new functionality, will not have access to this functionality.
- 4) After Go Live of the new MAJOR functionality and training has been completed, the Designated Trainer will contact the Service Center to have the staff member/physician's account updated as per the approved post-training process.
- 5) The Designated Trainer will notify the Manager/Employing Authority (or designate) immediately following the training session that training is complete and the staff member/physician's account is being updated.

*Major – Mandatory training required