TRAINING PLANS

AA Rollout

Managers' Leadership Seminar

A day long training seminar will be planned to introduce Advanced Access concept as well as topics that are relevant to understand how this systems works and is managed. It is important that all leadership team member receive the same information at the same time.

Subject Matter Experts will present on their area of expertise. Topics will include centralized scheduling, call center, reporting and metrics, training tools, and success and challenges from implementation at VGC and VGB. A panel of key players from VGC and VGB will be part of a panel discussion that will field questions from the VGYC leadership team about Advanced Access. The leadership seminar the clinic leadership team will be tasked with building a timeline for the implementation of key milestones and choosing staff members to form a sustainability team.

RN Training

Training Sessions

RN training will comprise of two parts. The first is classroom sessions and second will be hands on learning. Training on the RN Protocols will take place of 8 weeks (June-July). Sessions will be held twice a week on Mondays and Wednesdays for an hour with a make-up session on Fridays. The training will cover each protocol, Epic procedures, and workflow. The Swarm FNP will facilitate training and Training Specialist will be present to support the modules. After the classroom training sessions, the Swarm FNP will bring RNs into protocol visits for hands on learning. We encourage Providers to have RNs present when examining protocol visits to aid in the learning process. Providers can give feedback and monitor the RN's progress.

Progress of competency will be tracked throughout the training by the Swarm FNP and will sign off when the RN has mastered the protocol. A readiness assessment will be completed by the FNP and placed in the RN's HR file.

Training materials will be available to the entire organization via the Advanced Access SharePoint page.