# Clinical Flow Modernization| Readiness Package| COVax$_{ON}$

## Clinical Flow Modernization Readiness Check List

| Done | # | Task |
|------|---|------|
| ☐ | 1 | Attend Clinical Flow Modernization Training sessions (Training sessions are held every Tuesday, Wednesday, and Thursdays at 2pm)<br><br>Audience: all users except Pharmacy and Primary care |
| ☐ | 2 | Review CFM Job Aids |
| ☐ | 3 | Review CFM Recordings Offline |
| ☐ | 4 | Practice in the **CFM training environment** |
| ☐ | 5 | Utilize **office hours** for any questions related to CFM (office hours are available Tuesday, Wednesday, and Thursday at 10:30am) |
| ☐ | 6 | Review the CFM Other Training Artifacts (e.g., FAQ document, as-is-to-be overview etc.) |
| ☐ | 7 | Review CFM Original Source Documents to tailor training materials |
| ☐ | 8 | **Advertise and Communicate** CFM changes to all users under your workstream to ensure readiness |

# Clinical Flow Modernization (CFM) Training Materials Directory

| DIRECT LINKS | DESCRIPTION |
|---|---|
| CFM Training Schedule | **Training Session-** these sessions will cover the changes related to the **Clinical Flow Modernization functionalities** that users will perform in COVax<sub>ON</sub>.<br><br>**Office hours:** personalized time with the trainers for any questions related to the Clinical Flow Modernization.<br><br>Audience: All users except Pharmacy and Primary care. |
| CFM Job aids | Updated **Job aids** related to clinical flow module in COVax<sub>ON</sub>.<br><br>Note: Job aids are the same across different workstream.<br>Job aids related to inventory module remains the same. |
| CFM Pre- recorded training | The following pre-recorded trainings are available:<br>▪ **CFM Changes only** – this recording contains **changes** only<br>▪ **CFM End to end** – this recording contains **end to end** workflow in COVax<sub>ON</sub> (e.g., client search → dose admin → generating receipt)<br>▪ **Historical Dose Functionality** – this recording is only for **PHUs and select organizations** and outlines how to record historical doses (e.g., OOP) in COVax<sub>ON</sub><br><br>Note: CFM pre-recorded training document is the same across different workstream. |
| CFM Training Environment & Generic account information by workstream:<br>    Primary Care<br>    Pharmacy<br>    PHU/Hospitals<br>    Mobile & Workplace Clinic<br>    LTCH & RH | Leverage the CFM training environment to practice the clinical flow module.<br><br>Generic accounts have been created for each workstream. Please use the generic accounts meant for your workstream only. |

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| CFM Other Training Artifacts | Other training artifacts are available to support trainers and leads in rolling out training to end users. Other training artifacts include but is not limited to:<br>■ **CFM FAQ-** Contains answers to **frequently asked questions** related to Clinical Flow Modernization.<br>■ **As-is-to-be overview-** this is a detailed document (including the screenshots) on the **changes in Release 16.0 as of June 8th 2022**<br>■ **Training the Trainer Manual-** this is a detailed training manual for trainers to develop your own training rollout plan for users under your workstream<br><br>Note: CFM Other Training Artifacts are the same across different workstream. |
| CFM Original Source Documents | **Editable versions of the training material** to tailor CFM training materials based on the training needs.<br><br>Note: CFM Original Source Documents are the same across different workstream. |