1.0 Registration and Attendance of Central Education Classes
1.1.0 All registrations for educational classes are processed on-line through the SickKids Intranet.
1.2.0 Registrant’s name, employee identification number, home telephone number, and work telephone number are required (* on form) to process the registration request on-line. When the registration form does not have all the required information, an alert screen appears stating the form is not completed and cannot be processed.
1.3.0 The CFN’s administrative personnel will confirm, via email, the receipt of the registration within 3-5 regular business days. It is the registrant’s responsibility to access their e-mail in a timely fashion prior to the date of the class.
1.4.0 The CFN will stop accepting registrations 24 hrs prior to the start of the class. Confirmation by the CFN’s administrative personnel is required prior to attending class.
1.5.0 Registrants are to note date, time and location of the class, for their reference.
1.6.0 The primary educator is expected to collect, from the CFN, the attendance list at least 1 day prior to each class.
1.7.0 The primary educator is expected to collect an attendance list for each class, and forward it to the CFN within 2 business days following the class.

2.0 Cancellations and Changes

2.1.0 Registration Changes and/or Cancellations by Registrants
2.1.1 Registrants are responsible for changing and/or canceling their registration with the CFN at least one week prior to the scheduled date of the class via phone or email. Once the class attendance list is forwarded to the CFN (refer to 1.6.0), the appropriate Nurse Educator and CHS Director will be notified of registrants who have registered yet did not attend. Furthermore, the CFN will not be responsible for any follow up communication between the registrant and the CHS Director.

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1 Centre for Nursing
2 Primary educator is the primary individual accountable for teaching the class.
April 9, 2003 THE HOSPITAL FOR SICK CHILDREN CENTRE FOR NURSING
FINAL POLICY April 9, 2003

2.2.0 Class Changes and/or Cancellations by the Centre for Nursing
2.2.1 As of April 1st 2003, the CFN will no longer be calling registrants regarding any class changes or cancellations. The CFN will communicate all changes and cancellations by a main telephone line. As of April 1st 2003, all email confirmations sent to registrants will include the following notice:

Due to the increased number of telephone calls, As of April 1, 2003, the Centre for Nursing will no longer be calling registrants regarding any class changes or cancellations. Please be sure to call 416.813.6840 and press '1' for all updated class information prior to attending the class.

It is the responsibility of the registrants to call the above listed telephone number prior to attending class.

2.2.2 Decisions to change and/or cancel a central education class will be made by the primary educator at least one week (unless stated otherwise) prior to the scheduled date. Cancellation decisions will be made based on low registration numbers, as determined by the primary educator.

2.2.3 It is the responsibility of the primary educator to communicate the change and/or cancellation to the CFN’s administrative personnel so that a phone announcement can be made 24hrs prior to the class.

2.2.4 The primary educator responsible for teaching a designated class is accountable for a replacement, an alternate educator\(^3\), in case of additional commitments (e.g. conference). Cancelling the class is not desirable.

2.2.5 In the case of illness of the primary educator, the alternate educator is responsible for teaching the class.

2.2.6 The alternate educator is expected to act as a last minute standby educator, in the case of an unexpected absence or illness of the primary educator.

2.2.7 In the case of the unavailability of the alternate educator, all attempts will be made as soon as possible prior to the class to notify staff of the cancellation.

\(^3\) Alternate educator is the secondary individual, designated by the primary educator, accountable for teaching the class.