| Purpose | • To outline the notification process for addition or removal of documents and resource links in Nursing Skills Online (NSO). |
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| Background | • Ongoing maintenance of a central searchable resource for clinical and clinically related documents is needed to support implementation of best practice and minimize risk of patient harm.<br>• Regular communication of broad changes to care area clinical documents to ensure direct care staff have easy access to information in a central space that is needed to provide safe patient care.<br>• A Note is care area process information added to the associated skill in NSO (e.g. information about equipment, additional education requirements, escalation protocols, considerations due to differences in resources). |

| Step | 1) Notification of additions, deletions, or changes to care area documents/resources (Care Area Committee Chair, or designate) |
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| 1.1 | Care Area Committee Chair, or designate, notifies the Professional Lead – Nursing, or designate, when:<br>• care area documents/resources have been deleted and the link needs to be removed from NSO<br>• care area documents/resources have been created and the link needs to be added into NSO<br>• revisions or removal of existing care area Notes in NSO is required<br>• new care area Notes are required to be added into NSO |

| Step | 2) Ongoing standardization within NSO platform (Professional Lead – Nursing) |
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| 2.1 | Review the document/resource links and/or Note additions, deletions, or revisions with each notification. |
| 2.2 | Make revisions in NSO portal to add, delete, or revise documents/resources links and/or Note content. |
| 2.3 | Update Offline Notes in NSO.xlsx in NSO Offline Resources Teams Channel. |
| 2.4 | Identify opportunities for standardization of clinical practice through development of an WRHA / SH-HSC Note or evidence informed practice tool (EIPT) as appropriate.<br>• Follow WRHA EIPT policy 10.50.090 Evidence Informed Practice Tools |
| 2.5 | Review monthly content changes from Elsevier for deactivated/new skills and transfer Notes from deactivated skills to new versions of similar procedures. |

| Step | 3) Closed loop communication about additions, deletions, or changes (Professional Lead – Nursing & Care Area Committee Chair) |
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| 3.1 | The Professional Lead – Nursing, or designate, will notify Care Area Committee Chair, or designate:<br>• upon completion of changes in NSO and if development of an WRHA EIPT will be planned<br>• upon transfer of Notes from a deactivated skill to a new skill |
| 3.2 | The Care Area Committee Chair, or designate, will notify the appropriate staff in their Care Area, if required (e.g. plans for development of or revision to an WRHA EIPT) and review new skills with transferred Notes. |