



Winnipeg Regional Health Authority
Office régional de la santé de Winnipeg
Caring for Health À l'écoute de notre santé

650 Main Street
Winnipeg, Manitoba
R3B 1E2 CANADA
TEL: 204| 926.7000
FAX: 204| 926-7007
www.wrha.mb.ca

650, rue Main
Winnipeg (Manitoba)
R3B 1E2 CANADA
TEL: 204| 926.7000
TELEC: 204| 926-7007
www.wrha.mb.ca

Guideline for Completing the Request for Clinical Content Publishing to the Learning Management System (LMS)

- 1.0 Purpose:** To facilitate the appropriate prioritization and publishing of content to the LMS. The LMS is a Regional tool intended to facilitate broad, timely access to educational materials for all staff. The WRHA Educator Council reviews and approves/prioritizes content for publishing to the LMS. The Council will not approve multiple versions of similar content, and priority is given to content that has broad Regional relevance.
- 2.0 Definitions:**
 - 2.1 LMS-** a software application for the administration, documentation, tracking and reporting of online courses. Once an account is obtained, you can access the LMS from any computer with an internet connection.
 - 2.2 Course Owner-** An individual or group that is responsible for making changes to the course content, keeping the information current, and answering any questions related to the content. Ideally, the person/group making the request should be the owner. If not, where feasible, the owner should be aware of the request.
 - 2.3 Target Audience-** The specific group of people or users that you are trying to reach with your course content.
 - 2.4 Course Bundle-** A number of courses on separate topics grouped together under the umbrella of a single general subject.
 - 2.5 Required Organizational Practice-** Required Organizational Practices (ROPs) are evidence-based practices that mitigate risk and contribute to improving the quality and safety of health services. In 2003, Accreditation Canada convened a Patient Safety Advisory Committee to guide the patient safety-related aspects of the accreditation program. This resulted in an ROP strategy that identified priority areas with the first ROPs being integrated into the accreditation program in 2006. Since then, additional ROPs have been identified with input from health care experts including practitioners, researchers, policy makers, academics, and health services providers.
 - 2.6 Copyrighted-** Generally, copyright means the sole right to produce or reproduce a work or a substantial part of it in any form. It also includes the right to perform a work, or in the case of a lecture to deliver it, and the right to publish an unpublished work.
- 3.0 Used By:**
 - 3.1** Clinical programs and education services within the Winnipeg Regional Health Authority (WRHA) which are responsible for the development and provision of educational materials.
- 4.0 Guidelines for Completion:**
 - 4.1 Description of Content:** Please describe as fully as possible what subject matter the material to be published contains.
 - 4.2 Name of Course Owner and Contact Info:** Please include both the institution and individual responsible for the content, as well as phone and e-mail contacts.



- 4.3 Target Audience: Is the content intended for: all direct care providers, nursing only, OT/PT only, other disciplines? Is the content intended for: use at one site only, acute care sites only, community sites only, across sites and/or programs? Is the content: program specific, across several programs (please list), or for all programs.
- 4.4 Does another version of this content exist: Is there a previous iteration of the content that someone else is responsible for? Is this an update of material already on the LMS? Is this content in addition to another version?
- 4.5 This is a single course: one topic covered, for example hand washing.
- 4.6 This is a bundle of courses: several topics grouped together under an umbrella subject, for example Wound Care as the umbrella subject and Predisposing Factors of Skin Breakdown, Assessment and Staging of Pressure Ulcers and Wounds, and the Braden Scale as topics under the umbrella.
- 4.7 A new course to be added to an existing course: The Wound Healing Scale under Wound Care.
- 4.8 Why is this content required? In order to properly prioritize the publishing of content, it is necessary that information regarding the urgency of/time line for the upload of materiel be clear. (Please refer to the Considerations for the Priorities for the LMS fact sheet)
- 4.9 Timeline for Education: How was the timeline determined? Was it to coordinate with new equipment, a practice change, a regional education initiative? Please provide the date of the proposed launch/implementation.
- 4.10 Describe the current format of the material: This will assist in estimating the difficulty of conversion to an appropriate format by E-health.
- 4.11 Is the Material Copyrighted or Owned by another? If so please provide the documentation authorizing use.
- 4.12 Have funds been identified for publishing? If your timeline is tight and you have funds available to support publishing of materiel, it may be possible to have dedicated resources available to meet your timeline.
- 4.13 What are the implications of delaying of publishing? Please provide an impact statement should the LMS be unable to meet your anticipated timeline.
- 4.14 Plans/strategies for roll out and communication of the course: It is the responsibility of the course owner/group to develop plans for the communication of the course. What strategies have been developed? e-Health requires a plan to roll out the course prior to beginning any course development.
- 4.15 Application: Please submit your **electronic application** to; Natalie MacLeod Schroeder NMSchroeder@wrha.mb.ca