



## OSTOMY VISITOR PROGRAM

# VISITOR TRAINING PROGRAM

## Forms & Correspondence

The following forms and letters have been updated for the Ostomy Visitor Program in light of the new online Visitor Training Program (VTP). Coordinators are required to use these forms for program administration.

### A few tips for keeping your records and forms organized

- Create a file folder on your computer for the Ostomy Visitor Program. Then, create sub-folders titled: Forms, Certified Ostomy Visitors, Visitor Training Program, and Patient Visitations.
- Use the Save As function and rename your file to preserve the original blank copy. However, some fillable PDFs include a non-printable reset button.
- Organize your files using a consistent naming convention in the title – for example, **name\_date\_form name** (i.e. John Smith\_May 2023\_VisitorSheet).
- Forms can be found directly within this PDF by opening in Acrobat Reader. The Attachments pane should automatically appear, but if it doesn't: Navigate to the main menu, click View>Show/Hide>Navigation Panes>Attachments. You will find a list of forms on the left pane. Contact Carole if you have any issues with this: [info1@ostomycanada.ca](mailto:info1@ostomycanada.ca).



### Visitor Training Program Forms

- A. Administration Guidelines:** this will assist you in preparing to train and recertify Ostomy Visitors with some essential information and helpful tips. We recommend you review this in advance of training sessions.
- B. Visitor Training Invitation:** can be sent to participants well before your planned training dates.
- C. Visitor Information Sheet:** this is to be used to register Certified Ostomy Visitors; however, it is optional for those who complete online training. If you have filled in the excel datasheet or used the talent LMS system to capture participants, you do not have to complete the form. Please ensure participants complete all online registration information, as this is required for our completion package and coverage under the national insurance policy.
- D. Evaluation Form:** to be completed by participants after they complete the training. This information will help us all improve.
- E. VTP Excel Sheet:** to be used to manually submit Certified Visitors registration information.
- F. Training Completion Package:** Ostomy Canada will send a completion package to every Certified Ostomy Visitor, which includes a Congratulatory Letter, Certificate of Completion and Visitor Card.

### Program Coordinator Forms

- G. Coordinator Registration Form:** Register new coordinators in the Ostomy Visitor Program. This form is not required if you are currently a registered coordinator. Please return to Carole Pew at [info1@ostomycanada.ca](mailto:info1@ostomycanada.ca).
- H. Coordinator Congratulatory Letter:** to be sent from the national office to newly registered coordinators.

### Patient Visitation Forms

- I. Patient Information Sheet:** required for all patient visitations. To be filled out at during visit, and returned to the coordinator. Coordinators should collect email consents and send a spreadsheet to OCS once per quarter.

# FORM SAMPLES

Click button to view form.  
Click form to return.

## Visitor Training Program Forms

A.

B.

C.

D.

VTP Excel Sheet

VTP Completion Package

E.

F. Visitor Letter

F. Certificate & Card

Coordinator Forms

Patient Form

G.

H.

I.

Download these forms in the Attachments section on Adobe Acrobat Reader.