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OSTOMY VISITOR PROGRAM

VISITOR TRAINING PROGRAM

Launch Steps

ONLINE AND BINDER TRAINING

Open April 3, 2023

We are really excited about this online course. To help, we have tried our best to walk you through some information on setting up your course and the key steps you need to take. Those who plan to continue using the binder as their primary delivery tool must also fill out certain pieces of information. Online or binder – you will find a fresh set of Letters, Forms, and updated Administration Guidelines.

We have outlined the steps you need to take when you start your Visitor Training Program (VTP). Effective April 3, 2023, these steps are required to be certified or recertified. This shift ensures that we can provide insurance coverage and a standardized set of materials and that we collectively continue to provide well-managed visits.

ONLINE VISITOR TRAINING: AS A GROUP OR AN INDIVIDUAL

Before you begin, it is essential that you review the Administration Guidelines and Forms. These resources will help guide and support your plan.

As the person facilitating the training or Visitor Coordinator, we encourage you to become familiar with the information and flow by taking the training ahead of everyone else.

Group Training

Please ensure you plan your group training session and have all the resources as outlined in the Administration Guidelines.

- We suggest you pre-register all the participants before the training. The new Talent Learning Management System (LMS) system (link below) will help capture all the information, help you facilitate the day, and allow OCS (where needed) to upload the info into our database. Once your training session is completed and we have everyone's information, we will send the participants a Congratulatory Letter, Certificate of Completion and Visitor Card.
- If you choose not to complete the Talent LMS online data capture when you log in – you will still be required to complete the VTP Excel Sheet and send it to OCS after your event. We cannot provide you with insurance coverage or visitor materials if we do not have the information. Please email Carole at info1@ostomycanada.ca.
- Group Training takes about 3-4 hours to complete, allowing for ample open discussions and reflections.



Individual Online Training

- **All individual training must be done online.** All the online information must be captured using the LMS Talent website.
- You can take the online training in a quiet place such as your home or office if you have a good Internet connection.
- When you first log in, you must complete the data/information required as part of the registration (link below). It will give OCS sufficient information to ensure our insurance covers you.
- We link you to a Chapter/Support Group and a Visitor Coordinator – all required.

To log into the new Visitor Training Program (VTP) as a Group or Individual, please go to:
<https://ostomy.talentlms.com>



- **You must sign up before you log in.**
 - If you are doing a Group session – please do this before your course – it only takes a minute to fill in information for each participant.
 - If you are doing a Group session and you DO NOT want to enter the information ahead of time – then you MUST complete the excel sheet (attached) so OCS can upload the information into the LMS Talent and OCS system.
 - You will only be a recognized or insured Visitor if OCS gets the complete information set.
 - Passwords are required for LMS sign-up, allowing participants to return and review the material.

If you need assistance navigating the new OCS LMS, please view this short YouTube video for helpful tips and information about being a learner in TalentLMS:
<https://youtu.be/1uRykzaH64s>

ARE YOU USING THE BINDER AND PAPER MATERIALS?

- If you are not using the new online tool and you are relying on the binder, you must still advise OCS of your group training dates and provide key pieces of information.
- **You must also complete in full the VTP Excel Sheet.** It will provide OCS with updated records of our Visitors, allow us to provide insurance coverage, and send a Certificate of Completion, a Congratulatory Letter, and a Visitor Card.
 - The VTP Excel Sheet requires the same information we seek from those who take the online training course, so passwords will also be required.

QUESTIONS?

Please connect with Carole at info1@ostomycanada.ca. ○