



<p>Team Name: Staff Development</p> <p>Team Lead: Regional Director – Staff Development &amp; IPC</p> <p>Approved by: VP-Human Resources</p>	<p>Reference Number: ORG.1010.SG.003</p> <p>Program Area: Administration</p> <p>Policy Section: General</p>
<p>Issue Date: January 13, 2020</p> <p>Review Date:</p> <p>Revision Date:</p>	<p>Subject: Postponement of Education Sessions</p>

*Use of pre-printed documents: Users are to refer to the electronic version of this document located on the Southern Health-Santé Sud Health Provider Site to ensure the most current document is consulted.*

**STANDARD GUIDELINE SUBJECT:**

Postponement of Education Sessions

**PURPOSE:**

Education sessions may be postponed due to inclement weather or facilitator illness. This guideline outlines the process of collecting registrant information, communication to registrants and the action to take when a session is postponed.

**DEFINITIONS:**

**Postponed:** To be arranged at a time later than first scheduled.

**Inclement weather:** Severe weather conditions such as whiteout or blizzard as declared by Environment Canada or the Employer, or due to road closures as declared by police agencies or Manitoba Highways and Transportation.

**Registrants:** Persons signed up to participate in education session.

**RHA:** Regional Health Authority

**PROCEDURE:**

**For registration, Regional Staff Development Clerk (Regional Courses) or Education Facilitator (Facility Courses) must:**

- Collect registrant contact information including name, employee identification (EE ID), home phone number & home email address (information collected is only to be used for specific session).
- Keep list of registrants signed up for education session.
- Send confirmation of course registration (email preferred due to record of communication).

- Include information in confirmation email to registrants about checking the email/phone provided on registration prior to leaving for workshops/courses for cancellation notices.
- Use “blind cc” option if emailing registrant group to maintain privacy for personal email addresses.
- Have access to registration information at both work and home; also save a copy on the Staff Development Collaborative Worksite (Education Facilitator).
- Send final regional course registration to Education Facilitator one week prior to course (Regional Staff Development Clerk).

**For postponement due to inclement weather, the facilitator of the workshop/course must:**

- Take postponement actions in the event of inclement weather when it is the morning of education event, Inclement Weather and Work (ORG.1513.PL.006).
- Communicate with the Regional Staff Development Clerk for postponement actions when it is an advanced notice postponement and during regular business hours.
- Monitor weather, highway conditions and school transportation information (education sessions should be postponed if highways in area are closed, if schools in area are closed and/or if other safety factors exist).
- Consult with program director or designate as needed by phone and/or email.
- Make the decision for postponement at least 2 hours prior to start of education session.
- Notify program director, program manager, Regional Staff Development Clerk or Regional Staff Development/IPC Administrative Assistant so that regional phone message can be updated for registrants calling in for weather updates
- Notify all registrants and other participants by email and/or phone that education session is postponed and will be re-scheduled.
- Notify education site hospital reception desk (as registrants are instructed to call front desk in poor weather conditions)
- Cancel room booking, food and any other arrangements.
- Notify supervisor or management contacts of registrants that education session is postponed and will be re-scheduled.

**For postponement due to facilitator illness, the facilitator of the workshop/course must:**

- Take postponement actions when it is the morning of education event.
- Communicate with the Regional Staff Development Clerk for postponement actions when it is an advanced notice postponement and during regular business hours.
- Attempt to contact alternate instructors for replacement.
- Consult with program director or designate as needed by phone and/or email.
- Make the decision for postponement at least 2 hours prior to start of education session.
- Notify all registrants and other participants by email and/or phone that education session is postponed and will be re-scheduled.
- Notify education site to cancel room, food and any other arrangements.
- Notify supervisor or management contacts of registrants that education session is postponed and will be re-scheduled.

**For postponement for a non-RHA facilitator, the program director or designate must:**

- Take postponement actions when it is the morning of education event.
- Monitor weather, highway conditions and school transportation information (education sessions should be postponed if highways in area are closed, if schools in area are closed and/or if other safety factors exist).
- Consult with non-RHA facilitator as needed by phone and/or email.
- Communicate with the Regional Staff Development Clerk for postponement actions when it is an advanced notice postponement and during regular business hours.
- Make the decision for postponement at least 2 hours prior to start of education session.
- Notify all registrants and other participants by email and/or phone that education session is postponed and will be re-scheduled.
- For inclement weather, notify education site hospital reception desk (as registrants are instructed to call front desk in poor weather conditions)
- Cancel room booking, food and any other arrangements.
- Notify supervisor or management contacts of registrants that education session is postponed and will be re-scheduled.

**For an education day that has started, the facilitator of the workshop/course must:**

- Be aware of weather and monitor highway conditions, school transportation and weather information (education sessions should end early if highways in area are closed, if schools in area are closed and/or if other safety factors exist).
- In the event of illness, attempt to contact alternate instructors for replacement.
- Consult with program director or designate as needed by phone and/or email.
- Consider ending session early.
- Determine if education was complete or if re-scheduling of education is needed
- Notify education site to cancel food and any other arrangements.
- Notify supervisor or management contacts of registrants if re-scheduling of education session is required.

**SUPPORTING DOCUMENTS:**

[ORG.1513.PL.006](#) Inclement Weather and Work