	Team Name: Staff Development	
	Team Lead: Director – Staff Development, Infection Prevention & Control	Reference Number: CLI.4110.PR.001
		Program Area: Staff Development, Infection Prevention & Control
	Approved by: Regional Lead – Acute Care & Chief Nursing Officer	Policy Section: General
	Issue Date: July 7, 2021 Review Date: Revision Date:	Subject: Use of Elsevier Clinical Skills

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.

PROCEDURE SUBJECT:
Use of Elsevier Clinical Skills

PURPOSE:

The purpose of this procedure is to outline the use of Elsevier Clinical Skills as Southern Health-Santé Suds' (SH-SS) primary clinical best practice reference intended to support standardized clinical practice across all disciplines within all programs, and to inform SH-SS policy, procedure guideline, and education development.

DEFINITIONS:

Clinical Staff: Employees working in a clinical capacity across all programs with the region.

Elsevier Clinical Skill: A comprehensive online solution that enables organizations to standardize procedures, education and manage competency among their clinical staff. It provides an evidence-based platform developed from the most authoritative resources, fused with insight from leading health organizations and experts, and is continuously updated. The product also includes printable patient education handouts on conditions, treatments, drugs and discharge instructions.

Subject Matter Experts (SMEs): Clinicians or program leads with specific expertise and/or responsibility in a content or care area who develop policies, procedures, guidelines or education.

System Administrator: An individual responsible for the organization, coordination and maintenance of content within an assigned computer system or software.

IMPORTANT POINTS TO CONSIDER:

➢ *Elsevier Clinical Skills* is the primary clinical best practice reference used in SH-SS and is accessible electronically via desktop icon without log-in to all SH-SS clinical staff on the Health Providers' Site (HPS), and via remote/mobile access (log-in credentials required).

➢ The product comes with a library of searchable, printable patient education handouts; available for use at the discretion of the clinical staff. Of note, the handouts are not available in both official languages.

➢ The Staff Development program is responsible for the clinical and system administration of the *Elsevier Clinical Skills* product in collaboration with relevant subject matter experts (SMEs), leaders, teams, and/or document developers assigned to create or maintain current SH-SS policies, procedures and/or guidelines.

➢ Use of this product does not change the expectation for clinical staff to work within their professional scope of practice and the Regulated Health Professions Act. The onus is on the user of the product to be aware of their scope, assess their current competency level, and seek out education based on that self-assessment prior to performing any new or unfamiliar procedure or skill.

➢ In circumstances where Elsevier's information is contradictory to current regional policy or procedure, the current SH-SS regional policy or procedure will supersede the Elsevier content. In such circumstances where practice directions differ, review should occur to determine whether the regional content requires updating or the Elsevier Skill needs to be customized or deactivated.

➢ All Elsevier skill edits, regional customization and skill deactivation requests are managed through a centralized *Elsevier Request for Change Form.* The lead(s) or program team(s) with expertise in the clinical area affected by the change must sponsor the request and approve the change before the Elsevier skill(s) in question can be edited.

➢ Prior to policy, procedure, guideline and/or education development or revisions the SME, leader, team, or document/education developer is responsible for reviewing *Elsevier Clinical Skills* for current best practice as part of the resource development process.

  ➢ Customization of an Elsevier skill is possible. However, skills that require edits to any of their core elements (beyond the addition of a region-specific tab to indicate local guidance or links) will not receive automatic vendor updates at the time of routine skill review or when best practice changes occur; as such significant consideration must be given to customization of an Elsevier skill, weighing the balance of these circumstances. Customized skills become the sole responsibility of the region to manage and update. It is the responsibility of the SME, leader, team, and/or

document developer to monitor and update accordingly. Staff Development should be consulted for any questions pertaining to customization.
➢ The following resources, located within the *Elsevier Clinical Skills* product itself, provide additional guidance and support on the use of the application:
  o Scope of Practice Considerations
  o Canadian-American Organization Comparisons
  o Diagnostic Services Shared Health Lab Values
  o Elsevier Clinical Skills Training and Access Resources

PROCEDURE:

Clinical Staff:
1. Access *Elsevier Clinical Skills* on the SH-SS Health Providers' Site or personal device.
2. Select either "*Skill*" or "*Patient Education*" tab to begin your search.
3. When "*Skill*" is selected, use the search functions on the site to locate specific procedures via:
   3.1. Keyword
   3.2. Subject area
   3.3. Alphabetical
   3.4. Specialty
4. Select and review information from the following options once the skill has been located: (print feature is available if required)
   4.1. Quick Sheet
   4.2. Extended Text
   4.3. Supplies
   4.4. Video
   4.5. Illustrations
   4.6. Test (scoring only available when logged into a personal account)
   4.7. Checklist
   4.8. Related
   4.9. SH-SS specific (if activated for a skill)
5. When "*Patient Education*" is selected, use the search functions on the site to locate desired educational resource via:
   5.1. Keyword
   5.2. Condition/Treatment
   5.3. Drug
   5.4. ED Discharge
6. Utilize the information and procedures to guide clinical practice and support patient education.
   6.1. Inform patients who identify their first language as French with preference to receive services in French, that this electronic program only provides information in English.
   6.2. Evaluate the need for further educational supports and alternate approaches aligning with active offer of French Language Services.

7. Function within your personal and professional scope of practice and ensure competency in a skill prior to performing it.

SME, leader, team and/or document developer responsible for policy, procedure, guideline or education development:
1. Refer and compare to the equivalent skill(s) in *Elsevier Clinical Skills* prior to development and/or revision of clinical policies, procedures, guidelines or education.
2. Consider the following points to determine how to proceed:
   2.1. If the Elsevier skill is acceptable as written and requires no change, consider adopting the Elsevier skill as regional practice without the need for development or revision of an associated SH-SS policy, procedure or guideline.
   2.2. If a SH-SS policy is still required but the procedural elements relating to that policy are well defined in *Elsevier Clinical Skills*, hyperlink the policy to the Elsevier skill(s) rather than transcribing large sections of the Elsevier skill into the policy.
   2.3. If the Elsevier skill is acceptable but reference to regional documents or policy would provide valuable clarity, complete the *Elsevier Request for Change Form* to identity the Elsevier skill(s) and the SH-SS document(s) that are to be linked. Regional context or links can then be added to a *region-specific* tab for that skill in Elsevier. This type of edit or addition can be added without impacting the product's ability to automatically update that specific skill when best practice changes occur.
   2.4. If the Elsevier skill is contradictory to provincial or national standards, and/or legislation requirements, complete the *Elsevier Request for Change Form* to discuss having the Elsevier skill deactivated. This decision must be regionally approved.
   2.5. In circumstances where the Elsevier information is contradictory to current regional policy, procedure or guideline but the Elsevier skill has not been de-activated, the current SH-SS regional policy will supersede the Elsevier content until a comprehensive review has been completed by relevant regional stakeholders. Notify the SH-SS Staff Development designate responsible for Elsevier system administration immediately in these circumstances through the *Elsevier Request for Change Form.*
3. Communicate policy, procedure, or guideline information to staff through existing processes.

Staff Development Elsevier System Administrator(s) and Educators:
1. Educate SMEs, leaders, teams, document and education developers on best practice use of the product.
2. Include an introduction and review of the product during clinical orientation and relevant skill-based training initiatives for new and existing clinical staff, to promote awareness and usage.
3. Monitor monthly skill updates on *Elsevier Clinical Skills*.
4. Process the *Elsevier Request for Change Forms* and prioritize workflow as required.
5. Provide consultation with policy, document and education developers.
6. Seek feedback and receive approval from applicable stakeholders/leadership when changes on the system are required.

7. Make necessary changes to *Elsevier Clinical Skills*.
8. Track and record all edits/additions/regional specific reference made in *Elsevier Clinical Skills*.
9. Coordinate and communicate changes to procedure or clinical practice through the *Announcements* page on *Elsevier Clinical Skills* and/or via regional communication methods when warranted to draw attention to skills that have undergone clinically significant practice changes or pose a safety risk. In addition, a complete listing of all monthly skill revisions is posted on the *Skills* homepage for staff to access.
10. Plan for internet downtime procedures with vendor's assistance.
11. Troubleshoot with clinical staff and stakeholders as necessary.
12. Liaise with product vendor as required.

SUPPORTING DOCUMENTS

CLI.4010.PR.001.FORM.01 Elsevier Request for Change Form

EQUIPMENT/SUPPLIES:

Elsevier Clinical Skills

REFERENCES:

Elsevier. (2017, January) Elsevier Clinical Skills: *Product Overview.* Author

Province of Manitoba (2021, February). The Regulated Health Professions Act (RHPA) https://www.gov.mb.ca/health/rhpa/

Prairie Mountain Health, Elsevier Clinical Skills (Use of) Resources, 2020