



CHAMPLAIN MATERNAL NEWBORN REGIONAL PROGRAM  
PROGRAMME RÉGIONAL DES SOINS À LA MÈRE  
ET AU NOUVEAU-NÉ DE CHAMPLAIN



## WORKSHOP DESCRIPTIONS DESCRIPTIONS des ATELIERS



### CMNRP

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**NOTE: The workshops are described in the language in which they are offered.**

**À NOTER : Les ateliers sont décrits dans la langue dans laquelle ils sont offerts.**



## Our Mission

To provide evidence-informed, high quality health care and health promotion, for mothers, newborns and families, for improved health and clinical outcomes. To provide care within an integrated, accountable and sustainable system, supported by an academic program of excellence, ensuring the best start to life for the children of both the Champlain and the South East LHINs.

## A Word about Our Workshops

CMNRP is pleased to offer a variety of educational workshops for 2020-2021. These are open to interprofessional perinatal care providers across Eastern and South Eastern Ontario, and from outside the region.

Workshop content is based on current literature, research evidence and recommendations from various professional associations. While workshops describe current standards of care, they are not intended to dictate exclusive courses of practice: rather, they provide a foundation and direction for perinatal care. Variations and innovations that improve the quality of patient care are encouraged.

A written acknowledgement of attendance will be issued to participants. These certificates of attendance are not to be used as proof of “certification” as CMNRP is not an official certification body.

In most workshops, participants complete a knowledge test so that they can receive immediate feedback on their learning. For confidentiality purposes, the marks are given directly to participants. Therefore, if the marks are required for follow-up or performance appraisals, managers should consult the individual participants. CMNRP is not responsible for the participants’ performance either during or following the programs, or for implementing remedial work. However, we are willing to consult with institutions to assist in that process.

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## Notre mission

Promouvoir la santé et offrir des soins de santé de haute qualité et fondés sur des preuves aux mères, aux nouveau-nés et aux familles, en vue d’améliorer leur santé et les résultats cliniques. Offrir des soins au sein d’un système intégré, responsable et durable, dans les deux langues officielles, appuyés par un programme de formation d’excellence, assurant ainsi le meilleur départ dans la vie pour les enfants des RLISS tant de Champlain que du Sud-Est.

## Un mot à propos de nos ateliers

Le CMNRP est fier d’offrir une gamme d’ateliers en 2020-2021. Ceux-ci visent les professionnels de la santé périnatale dans la région de l’est et du sud-est de l’Ontario, et venant de l’extérieur de la région.

Le contenu des ateliers de travail est basé sur la littérature courante, les preuves scientifiques et les recommandations de diverses associations professionnelles. Quoique les ateliers présentent les normes et pratiques exemplaires, ils ne visent pas à dicter qu’une seule approche à la pratique : ils offrent plutôt une fondation et une direction à la pratique des soins périnataux. Les variations et les approches innovatrices qui améliorent la qualité des soins offerts aux patient(e)s sont encouragées.

**À noter :** Les ateliers suivants sont disponibles en français, sur demande : Surveillance fœtale pendant le travail, Soutien pendant le travail, Deuil périnatal. Pour tous renseignements ou pour faire une demande d’atelier pour votre organisation, veuillez communiquer avec Catherine Gascon au 613-737-2660, poste 2133 ou [cgascon@cmnrp.ca](mailto:cgascon@cmnrp.ca)

Dans la plupart des ateliers, les participant(e)s complèteront un test de connaissance afin de recevoir une rétroaction immédiate sur leur apprentissage. Pour des raisons de confidentialité, les notes sont remises directement aux participant(e)s. Par conséquent, si les notes sont requises pour un suivi ou une évaluation de rendement, les gestionnaires devraient consulter le/la participant(e). Le CMNRP n’est pas responsable du rendement des participant(e)s durant ou après les ateliers, ni des mesures correctives qui peuvent s’avérer nécessaires. Par contre, nous pouvons être consultés afin d’assister dans ce processus.

# BREASTFEEDING: BEST PRACTICES FOR HEALTH CARE PROVIDERS

|                                  |  |
|----------------------------------|--|
| <b>TARGET AUDIENCE</b>           | <p>This workshop is intended for all practitioners involved in the care of mothers and newborns in hospital and community settings.</p>  |
| <b>DESCRIPTION</b>               | <p><b>Location:</b> Blended learning (online and Zoom)</p> <p><b>Event description and format:</b></p> <p>This workshop will be offered in a blended learning format and consists of <b>3 parts</b>:</p> <ol style="list-style-type: none"> <li>1. Participants must complete a FREE online learning module: <a href="#">Supporting Mothers and Babies: Understanding Breastfeeding and the Baby Friendly Initiative</a>. The ‘Certificate of Achievement’ <b>must be submitted at least 2 working days prior to attending the workshop</b>. Estimated time 2-4 hours.</li> <li>2. Online modules (using Google Classroom) to be completed independently prior to the afternoon session. Estimated time 3-4 hours.</li> <li>3. Participation in an interactive Zoom videoconference session during the afternoon of the workshop. Estimated time 3-4 hours.</li> </ol> <p>This workshop and all of its components provide a portion of the education required for the Baby Friendly Initiative (BFI) certification.</p>  |
| <b>OBJECTIVES</b>                | <ul style="list-style-type: none"> <li>• Review the history of breastfeeding and ways in which societal influences can impact breastfeeding.</li> <li>• Describe the principles of the Baby Friendly Initiative.</li> <li>• Identify factors that influence parents’ decision to breastfeed</li> <li>• Describe the various benefits of breastfeeding, including the unique properties of human milk for infants.</li> <li>• Describe physiology of milk production including physiological changes of the breast in relation to milk production and transfer.</li> <li>• Identify the key principles for successful breastfeeding.</li> <li>• Identify common breastfeeding positions.</li> <li>• Recognize correct latch and effective sucking at the breast.</li> <li>• Identify key components of a breastfeeding assessment.</li> <li>• Summarize normal behaviour and growth parameters of breastfed infants.</li> <li>• Describe prevention and management of common breastfeeding complications</li> <li>• Review basic information on medications and breastfeeding</li> <li>• Discuss parent education and support pre-discharge and post-discharge</li> <li>• Identify resources for the breastfeeding mother and family.</li> <li>• Identify resources available for health care professionals to access breastfeeding information.</li> </ul> |
| <b>PREPARATION/<br/>HANDOUTS</b> | <ul style="list-style-type: none"> <li>• Participants must complete <a href="#">the Best Start Healthy Mothers Healthy Babies Breastfeeding</a> free online course and submit the ‘Certificate of Achievement’ <u>at least 2 working days prior to the workshop</u>.</li> <li>• Participant resources to be downloaded upon registration.</li> </ul>   |
| <b>CONTACT</b>                   | <p>Keri-Ann Berga at 613-737-2660 x 3245, <a href="mailto:kberga@cmnrp.ca">kberga@cmnrp.ca</a></p>   |

# FETAL HEALTH SURVEILLANCE IN LABOUR (FHSL)

| PROGRAM LEVEL               | FUNDAMENTALS/REFRESHER   | INSTRUCTOR  |
|-----------------------------|--|---|
| <b>TARGET AUDIENCE</b>      | <p><b>Fundamentals:</b> This program is intended for interprofessional health care providers who want to learn, review and apply <i>fundamental</i> concepts related to fetal health surveillance in labour.</p> <p><b>Refresher:</b> This program is intended for interprofessional health care providers with previous FHS education and clinical experience with a strong foundation of knowledge and skills in intrapartum fetal surveillance. A minimum of 1 year experience is suggested. <b><i>This course is not appropriate for the inexperienced practitioner.</i></b> This workshop is available by special request.</p>  | <p>This program is intended for expert practitioners who wish to teach the FHS Fundamentals and Refresher workshops.</p> <p><b><u>PRE-REQUISITES:</u></b></p> <ul style="list-style-type: none"> <li>• In-depth knowledge of and clinical expertise related to fetal health surveillance with a minimum of 2 years intrapartum clinical experience</li> <li>• Current and ongoing related clinical practice</li> <li>• A letter of support from the candidate's sponsoring facility/organization</li> <li>• Candidate Letter of intent</li> </ul> <p><b><i>Applications will be reviewed and Instructor Candidates will be informed if they have been accepted into the workshop.</i></b></p> |
| <b>DESCRIPTION</b>          | <p>The Fundamentals of FHS Program (8hr workshop) and the FHS Refresher Course (4hr workshop) consist of <b>2 parts</b>:</p> <ol style="list-style-type: none"> <li>1. Review of the online <a href="#">Fundamentals of Fetal Health Surveillance – A Self-Learning Manual</a> and <b>successful completion of the Canadian Fetal Health Surveillance (FHS) Online Exam</b> is required <b>prior</b> to attending the workshop.</li> </ol> <p><b>Please note:</b> The Canadian Fetal Health Surveillance (FHS) Online Exam is available for purchase under the Final Evaluation tab in the online <a href="#">Fundamentals of Fetal Health Surveillance – A Self-Learning Manual</a>. The cost of the online exam is not included in the price of the workshop.</p> <ol style="list-style-type: none"> <li>2. Participation in the workshop.</li> </ol>  | <p>This <b>two-day</b> Instructor program:</p> <p><b>Day 1:</b></p> <p>Participation in the FHS Fundamentals Program as an Instructor-Candidate to observe how the workshop is taught and note teaching strategies, which are discussed on Day 2.</p> <p><b>Day 2:</b></p> <p>Participation in the FHS Instructor workshop.</p>   |
| <b>OBJECTIVES</b>           | <ul style="list-style-type: none"> <li>• Describe the SOGC recommendations for methods of monitoring the fetus during labour.</li> <li>• Discuss the relationship between teamwork and communication as it relates to fetal health surveillance and perinatal outcomes.</li> <li>• Identify the definitions, characteristics, etiology, physiology/pathophysiology of IA, intrapartum EFM and NST findings.</li> <li>• Determine the classification of IA, intrapartum EFM and NST findings through examples and/or case studies.</li> <li>• Interpret IA, intrapartum EFM, and NST findings within the context of the whole clinical picture for the purpose of decision making through practice examples and/or case studies.</li> <li>• Describe the appropriate clinical management/response for prevention and/or correction of abnormal IA, atypical/abnormal intrapartum EFM and NST findings through practice examples and/or case studies</li> <li>• Describe appropriate communication and documentation of IA, intrapartum EFM and NST findings.</li> <li>• Describe antenatal surveillance techniques including NST, fetal movement counting and biophysical profile.</li> </ul> | <ul style="list-style-type: none"> <li>• Review the fundamental concepts and the literature related to FHSL</li> <li>• Observe and note how the FHSL Fundamentals workshop is taught</li> <li>• Review adult learning principles and strategies to facilitate adult learning</li> <li>• Describe the key concepts to cover when teaching the FHSL Fundamentals workshop</li> <li>• Discuss various logistical issues related to planning and teaching the workshop</li> <li>• Demonstrate the ability to teach/facilitate a short presentation</li> </ul>   |
| <b>PREPARATION/HANDOUTS</b> | <p>Prior to the workshop, participants must:</p> <ul style="list-style-type: none"> <li>• Review the online <a href="#">Fundamentals of Fetal Health Surveillance Self-Learning Manual</a> (8 hours)</li> <li>• Complete the Canadian <b>Fetal Health Surveillance (FHS) Online Exam (2-3 hours)</b> and submit 'Certificate of Completion' <u>at least 2 working days prior to the workshop</u></li> </ul>  | <p>Prior to the workshop, participants must:</p> <ul style="list-style-type: none"> <li>• Review the online <a href="#">Fundamentals of Fetal Health Surveillance Self-Learning Manual</a> and several other key articles</li> <li>• Complete the Canadian Fetal Health Surveillance (FHS) Online Exam and submit 'Certificate of Completion' <u>at least 2 working days prior to the workshop.</u></li> <li>• Prepare a <u>10-minute presentation</u> for the microteaching session on Day 2. Further details provided upon registration.</li> </ul>   |
| <b>EVALUATION</b>           | <p><b>Successful completion</b> of the Canadian Fetal Health Surveillance (FHS) Online Exam 30 days prior to the Workshop.</p>   | <p><b>Successful completion</b> of Canadian Fetal Health Surveillance (FHS) Online Exam. Instructor and participants' feedback of microteaching sessions provided to each Instructor-Candidate on Day 2.</p>  |
| <b>CONTACT</b>              | <p>Catherine Gascon at 613-737-2660 x 2133, <a href="mailto:cgascon@cmnnp.ca">cgascon@cmnnp.ca</a> or Lauren Rivard at 613-549-6666 x 4960, <a href="mailto:larivard@cmnnp.ca">larivard@cmnnp.ca</a></p>   |   |

# LABOUR SUPPORT

|                                  |  |
|----------------------------------|--|
| <b>TARGET AUDIENCE</b>           | This <b>one-day</b> workshop is intended for perinatal care practitioners (e.g., nurses, physicians, midwives, doulas) who want to learn and apply the concepts and techniques of labour support.  |
| <b>OBJECTIVES</b>                | <ul style="list-style-type: none"> <li>• Discuss what contributes to positive and negative birth experiences</li> <li>• Discuss current recommendations about labour support</li> <li>• Describe the latest research evidence about labour support</li> <li>• Describe and demonstrate various support techniques through the different stages of labour, emphasizing non-pharmacologic methods of pain relief</li> <li>• Review various movements and positions for labour and birth, and discuss how they can influence birth outcomes</li> <li>• Discuss documentation and evaluation of labour support activities</li> </ul> |
| <b>PREPARATION/<br/>HANDOUTS</b> | <ul style="list-style-type: none"> <li>• There is no pre-reading for this workshop.</li> <li>• Participant handout can be downloaded upon registration.</li> </ul>   |
| <b>CONTACT</b>                   | Catherine Gascon at 613-737-2660 x 2133, <a href="mailto:cgascon@cmnrp.ca">cgascon@cmnrp.ca</a> , or<br>Lauren Rivard at 613-549-6666 x 4960, <a href="mailto:larivard@cmnrp.ca">larivard@cmnrp.ca</a>   |

# NEONATAL RESUSCITATION PROGRAM (NRP)

| PROGRAM LEVEL                    | PROVIDER  | INSTRUCTOR  |
|----------------------------------|---|---|
| <b>TARGET AUDIENCE</b>           | This program is intended for interprofessional health care providers or students of same who require NRP for their current work.  | This <b>2-day</b> program is intended for <b>expert-level</b> practitioners who are supported by their institution and wish to develop teaching skills in neonatal resuscitation.   |
| <b>DESCRIPTION</b>               | <p>The Neonatal Resuscitation Program is a <b>one-day</b> workshop that consists of <b>2 parts</b>:</p> <ul style="list-style-type: none"> <li>Review of the 7<sup>th</sup> edition <i>Textbook of Neonatal Resuscitation (2016)</i> <b>and successful completion of the CPS NRP online examination is required <u>prior</u></b> to attending the workshop.</li> <li>Participation in the workshop including skills stations, integrated skills station assessment (ISSA) and a simulation and debriefing exercise.</li> </ul> <p>The online exam is available for purchase from the Canadian Paediatric Society (CPS) at <a href="http://www.cps.ca/en/nrp-prn/online-examination">http://www.cps.ca/en/nrp-prn/online-examination</a>.</p> <p>Please note an 'Online Exam Student Guide' has been developed to facilitate access to the exam and is available on the CPS website. The cost of the online exam is not included in the price of the workshop.</p> | <p><b>Day 1:</b> Review of the principles of adult learning and development of content included in the Canadian Paediatric Society (CPS) NRP Provider course, including Performance Skills Stations, Integrated Skills Stations and simulation based scenarios for evaluation and debriefing.</p> <p><b>Day 2:</b> Building upon Day 1, candidates will have opportunities to hone their newly acquired skills. Return demonstrations, simulation, debriefing and feedback will be the focus of the learning. Finally, discussion of the roles and responsibilities of CPS NRP Instructors and logistics of running CPS NRP Provider courses will be discussed.</p> <p><b>PREREQUISITES:</b></p> <p><b>Instructor candidates must have at least 2 years relevant clinical experience, and:</b></p> <ul style="list-style-type: none"> <li>Proof of current <b>CPS NRP PROVIDER</b> status with successful completion of <b>Lessons 1-11 and an Advanced ISSA</b>,</li> <li>In-depth knowledge of and clinical expertise related to newborn care and resuscitation,</li> <li>Current and ongoing related clinical practice,</li> <li>A Letter of Support from the candidate's manager at their sponsoring facility/organization, and</li> <li>Candidate Letter of Intent</li> </ul> <p><i>Applications will be reviewed and Instructor Candidates will be informed if they have been accepted into the workshop.</i></p> |
| <b>OBJECTIVES</b>                | <ul style="list-style-type: none"> <li>Perform initial steps, bag &amp; mask ventilation, chest compressions, assist with and/or intubate, calculate medication dosages</li> <li>Demonstrate awareness of the unique challenges presented by the preterm infant</li> <li>Demonstrate communication and teamwork, in addition to appropriate interventions, in a variety of resuscitation scenarios</li> <li>Participate in a Simulation &amp; Debriefing exercise</li> </ul>  | <ul style="list-style-type: none"> <li>Demonstrate awareness of adult learning principles &amp; strategies to facilitate learning</li> <li>Develop clinical scenarios and demonstrate ability to evaluate and provide feedback to learners</li> <li>Demonstrate knowledge of principles of simulation-based learning and debriefing</li> <li>Describe the roles and responsibilities of a hospital-based Instructor</li> <li>Describe the role of CPS in supporting NRP in Canada</li> </ul>  |
| <b>PREPARATION/<br/>HANDOUTS</b> | <p>The 7<sup>th</sup> edition <i>Textbook of Neonatal Resuscitation</i> (2016) <b>must be reviewed prior to the workshop.</b></p> <p><b>Participants must:</b></p> <ol style="list-style-type: none"> <li>Complete the online exam [Lessons 1-11] <u>within 30 days</u> prior to the workshop, and</li> <li>Submit the 'Online Examination Certificate' <u>at least 2 working days prior to the workshop.</u></li> </ol> <p><b>NOTE:</b> Participants are welcome to complete the e-Sim online exercise but it is not mandatory.</p>  | <p>The 7<sup>th</sup> edition <i>Textbook of Neonatal Resuscitation</i> (2016) <u>must be reviewed prior to the workshop.</u> <b>The Neonatal Resuscitation Instructor Manual</b> (2011) is an available resource for purchase at <a href="https://bookstore.cps.ca/">https://bookstore.cps.ca/</a>.</p> <p><b>NOTE:</b> The Instructor DVD mentioned in the Instructor Manual is <b>NOT</b> a mandatory resource in Canada nor is completion of the e-Sim exercise.</p> <p>Instructor candidates <b>must</b> complete the online examination (if not completed within 12 months of the course) and submit the 'Online Examination Certificate' as part of their application package.</p> <p>Additional pre-reading will be provided upon registration.</p>   |
| <b>EVALUATION</b>                | <p><b>Successful completion of:</b></p> <ol style="list-style-type: none"> <li>Online examination (within 30 days prior to the workshop)</li> <li>Performance Skill Stations</li> <li>Integrated Skills Stations (including ISSA evaluation)</li> <li>Simulation and Debriefing exercise</li> </ol> <p><b>Successful completion of all of the above is required to receive a CPS NRP Provider card.</b></p>   | <p>Participants will translate the pre-reading material into practice and develop content, facilitate skill acquisition and evaluate learners in the required components of a CPS NRP Provider workshop including Performance Skills Stations, Integrated Skills Station and Simulation and Debriefing.</p> <p>Instructor candidates must successfully complete a '<u>team teach</u>' component with an Instructor Trainer [IT] or Delegate before they can be registered with CPS. Candidates need to provide the name of a potential IT or Delegate with whom they will complete their 'team-teach' sessions at the workshop. After successful completion of all components, candidates then register and submit payment to CPS.</p>  |
| <b>NOTES</b>                     | The Simulation and Debriefing exercise will be videotaped for educational purposes. A consent form will be circulated.  | <u>Attendance at the workshop does not imply successful completion or the ability to register with CPS.</u>   |
| <b>CONTACT</b>                   | Keri-Ann Berga at 613-737-2660 x 3245, <a href="mailto:kberga@cmnnp.ca">kberga@cmnnp.ca</a> or Lauren Rivard at 613-549-6666 x4960, <a href="mailto:larivard@cmnnp.ca">larivard@cmnnp.ca</a>  |   |

## PERINATAL LOSS

|                        |  |
|------------------------|--|
| <b>TARGET AUDIENCE</b> | This program is intended for providers who care for families who experience perinatal loss (e.g. nurses, social workers, chaplains, midwives, genetic counselors, physicians, child life specialists, public health nurses, and funeral directors).  |
| <b>DESCRIPTION</b>     | <p><b>Location:</b> Blended learning (online and Zoom)</p> <p><b>Event description:</b> This workshop provides a solid foundation of theoretical and clinical knowledge to facilitate effective care of families experiencing a perinatal loss. This workshop also addresses the potential effects of perinatal loss on practitioners as a result of caring for bereaved families. When possible, a parent with lived experience will provide a guest presentation.</p> <p><b>Format:</b></p> <p>This workshop will be offered in a blended learning format and consists of <b>2 parts</b>:</p> <ol style="list-style-type: none"> <li>1. Online modules (using Google Classroom) to be completed independently prior to the Workshop. Estimated time 3-4 hours.</li> <li>2. Participation in an interactive Zoom videoconference session during the afternoon of the Workshop. Estimated time 3-4 hours.</li> </ol> |
| <b>OBJECTIVES</b>      | <ul style="list-style-type: none"> <li>• Describe different types of perinatal losses and outline the grief process.</li> <li>• Explore the significance of perinatal loss in the lives of childbearing families.</li> <li>• Discuss the role of care providers including specific interventions to support bereaved families.</li> <li>• Identify the challenges associated with providing support to bereaved families.</li> <li>• Identify self-care strategies for care providers and other members of the health care team who are affected by loss.</li> <li>• Identify resources available for parents and caregivers.</li> </ul>   |
| <b>PREPARATION</b>     | Participant resources to be downloaded upon registration.  |
| <b>CONTACT</b>         | Catherine Gascon at 613-737-2660 x 2133, <a href="mailto:cgascon@cmnnp.ca">cgascon@cmnnp.ca</a> , or<br>Lauren Rivard 613-549-6666 x 4960, <a href="mailto:larivard@cmnnp.ca">larivard@cmnnp.ca</a>  |



## SUBSTANCE USE IN THE PERINATAL PERIOD

|                                  |   |
|----------------------------------|---|
| <b>TARGET AUDIENCE</b>           | This workshop is intended for interprofessional health care providers and social service providers who care for childbearing families during pregnancy and postnatal periods.   |
| <b>DESCRIPTION</b>               | <p><b>Location:</b> Blended learning (online and Zoom)</p> <p><b>Event description :</b> This workshop provides a solid foundation for evidence-based, person-centred, trauma-informed, and culturally safe care for pregnant and postnatal people who use substances as well as best practices related to the care of their newborns.</p> <p><b>Format:</b></p> <p>This workshop will be offered in a blended learning format and consists of <b>3 parts:</b></p> <ol style="list-style-type: none"> <li>1. Participants must complete a FREE online learning module <a href="#">Perinatal Substance Use</a> available through the University of British Columbia Faculty of Medicine Continuing Professional Development <u>at least 2 days prior to the workshop</u>.</li> <li>2. Online modules (using Google Classroom) to be completed independently prior to the Workshop. Estimated time 3-4 hours.</li> <li>3. Participation in an interactive Zoom videoconference session during the afternoon of the Workshop. Estimated time 3-4 hours.</li> </ol> |
| <b>OBJECTIVES</b>                | <ul style="list-style-type: none"> <li>• Identify prevalence rates of the most common licit and illicit substances used during pregnancy.</li> <li>• Summarize key risk factors associated with substance use during pregnancy and potential implications for maternal and fetal/neonatal well-being.</li> <li>• Discuss the issue of stigma surrounding addictions and explore how it serves as a significant barrier to accessing appropriate services both pre- and postnatally.</li> <li>• Review evidence-based strategies to support substance-involved families across the perinatal continuum.</li> <li>• Increase knowledge of community resources.</li> <li>• Review recommendations for substance-involved parents who are breastfeeding.</li> <li>• Discuss evidence-based care of the newborn at-risk for or diagnosed with Neonatal Abstinence Syndrome (NAS).</li> <li>• Identify best practices in planning for safe transitions.</li> </ul>  |
| <b>PREPARATION/<br/>HANDOUTS</b> | <ul style="list-style-type: none"> <li>• Participants must complete a FREE online learning module <a href="#">Perinatal Substance Use</a> available through the University of British Columbia Faculty of Medicine Continuing Professional Development <u>at least 2 days prior to the workshop</u>.</li> <li>• Participant resources to be downloaded upon registration.</li> </ul>  |
| <b>CONTACT</b>                   | Christina Cantin at 613-737-2660 x 3246, <a href="mailto:ccantin@cmnrp.ca">ccantin@cmnrp.ca</a>   |

# REGISTRATION INFORMATION

## REGISTRATION

- To register: Visit [WWW.CMNRP.CA](http://WWW.CMNRP.CA)
- Registration will be confirmed once payment of applicable fees is received by our office.
- Instructions and workshop materials (where applicable) will be provided at least two weeks in advance of the workshop date.

## CANCELLATION POLICY

- Cancellation notice must be sent to [acloutier@cmnrrp.ca](mailto:acloutier@cmnrrp.ca) at least **two weeks** prior to a workshop.
- Insufficient cancellation notice (within **2 weeks** of workshop) is subject to a \$50 administrative fee.
- Due to the high demand and limited spaces for **NRP** and **FHS** workshops (e.g. Provider, Instructor or Refresher), if cancellation notice is not received prior to **two weeks** of the workshop, registration fees are **non-refundable**.
- Textbooks and manuals purchased for workshops are non-refundable.
- Administrative fees cannot be applied to another workshop.
- NSF cheques are subject to a \$50 fee.
- On occasion, there may be a need to cancel a workshop due to insufficient registration or extraordinary circumstances. When CMNRP cancels a workshop, participants will receive a full refund.
- Workshops are not cancelled due to inclement weather.

## PAYMENT INFORMATION

### **By Cheque:**

1. Complete the online registration.
2. Write a cheque or money order payable to  
**CHEO-CMNRP**
3. Mail payment to:  
**CMNRP**  
2305 St. Laurent Blvd, Suite 300A  
Ottawa, ON K1G 4J8

### **By Credit Card:**

1. Complete the online registration.
2. Complete credit card information on the form received when registering.
3. Fax the completed form to 613-738-3633 or call Ariane Cloutier 613-737-2660 x 2660 with your credit card information.
4. **Credit card payment will appear as "CHEO", or "The Children's Hospital Ontario" on credit card statement.**

# INFORMATIONS SUR L'INSCRIPTION

## INSCRIPTIONS

- Pour vous inscrire : Visitez [www.CMNRP.CA](http://www.CMNRP.CA)
- Votre inscription sera confirmée une fois que notre bureau aura reçu le paiement des frais applicables.
- Les instructions détaillées sur l'atelier et les ressources connexes (le cas échéant) seront fournies au moins deux semaines avant la date de l'atelier.

## POLITIQUE D'ANNULATION

- Un avis d'annulation doit être reçu par [acloutier@cmnnp.ca](mailto:acloutier@cmnnp.ca) au moins **deux semaines** avant la tenue d'un atelier.
- Un avis d'annulation insuffisant (moins de 2 semaines avant l'atelier) est soumis à des frais administratifs de \$50.
- En raison de la forte demande et du nombre limité de places pour les ateliers **NRP** et **FHS** (p. ex. fournisseur, instructeur ou mise à jour), si l'avis d'annulation n'est pas reçu dans les **deux semaines** avant l'atelier, les frais d'inscription **ne sont pas remboursables**.
- Les manuels et les guides achetés pour les ateliers ne sont pas remboursables.
- les frais administratifs ne peuvent pas être appliqués à un autre atelier.
- Des frais administratifs de 50 \$ s'appliquent pour tout chèque sans provision.
- Il peut arriver qu'il soit nécessaire d'annuler un atelier en raison d'une inscription insuffisante ou de circonstances extraordinaires. Lorsque le CMNRP annule un atelier, les participants seront intégralement remboursés.
- Les ateliers ne sont pas annulés en raison de mauvais temps.

## PAIEMENT

### **Par chèque:**

1. Remplir l'inscription en ligne
2. Faire un chèque ou mandat-poste à l'ordre de

#### **CHEO-CMNRP**

3. Poster le paiement au :  
**CMNRP**  
2305, boul St. Laurent, Suite 300A  
Ottawa, ON K1G 4J8

### **Par carte de crédit:**

1. Compléter l'inscription en ligne
2. Remplir le formulaire reçu lors de l'inscription avec l'information de votre carte de crédit
3. Envoyer le formulaire par télécopieur au 613-738-3633 ou téléphoner Ariane Cloutier au 613-737-2660 poste 2660, avec votre numéro de carte de crédit. Le paiement apparaîtra sous le nom « CHEO » sur votre relevé de carte de crédit.