



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



WORKSHOP DESCRIPTIONS DESCRIPTIONS des ATELIERS



CMNRP

2305 boul. St-Laurent Blvd, Suite 300A
Ottawa, ON K1G 4J8

Tel: (613) 737-2660 Fax: (613) 738-3633

Email/courriel: cmnrpinfo@cmnrp.ca

www.cmnrp.ca

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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 2019-2020. 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.

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 RLIS 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 2019-2020. 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

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.

ACUTE CARE OF AT RISK NEWBORNS (ACoRN)

TARGET AUDIENCE	This workshop is intended for all practitioners involved in the care of newborns, including physicians, nurses, midwives and respiratory therapists who want to learn fundamental concepts of neonatal assessment and stabilization using ACoRN's systematic approach.
DESCRIPTION	<p>ACoRN is a priority-based, clinically oriented framework that integrates assessment, monitoring, evaluation, intervention and ongoing management of at-risk and unwell newborns. It provides a systematic approach to the identification and management of babies requiring stabilization (<i>ACoRN Textbook, 2012</i>). Like resuscitation, stabilization of the at-risk or unwell newborn is most effective when performed by a coordinated, interprofessional team.</p> <p>In keeping with this philosophy, ACoRN workshops will be offered, as much as possible 'on-site' to centres with an interprofessional audience. A limited number of workshops will be offered. Each request will be considered on a first-come first-serve basis and be contingent upon registration and availability of the ACoRN faculty. Centres are encouraged to invite community partners to participate in the workshop. The details of the workshop, including dates, location, number of participants and fees will then be negotiated.</p>
OBJECTIVES	<ul style="list-style-type: none"> • Identify the at-risk or unwell infant who will benefit from the ACoRN process • Determine whether the infant requires immediate resuscitation • Use the ACoRN process to conduct a systematic evaluation of the infant • Develop working diagnoses and initiate specific treatments for acute neonatal conditions • Describe the types of support that may be required for the baby, the family and the health care team • Identify resources available for newborn care in local and referral facilities • Identify and prepare babies who require transport to a referral facility
<p style="text-align: center;">ACoRN workshops are offered by request.</p> <p>For further information or to request an ACoRN workshop for your organization, contact CMNRP at cmnrpinfo@cmnrp.ca or Keri-Ann Berga at kberga@cmnrp.ca.</p>	

BREASTFEEDING: BEST PRACTICES FOR HEALTH CARE PROVIDERS

TARGET AUDIENCE	This workshop is intended for all practitioners involved in the care of mothers and newborns in hospital and community settings.
DESCRIPTION	<p>This is a one-day workshop that consists of 2 parts:</p> <ol style="list-style-type: none"> 1. A COMPULSORY pre-reading: Best Start Healthy Mothers Healthy Babies Breastfeeding self-learning program. The 'Certificate of Achievement' must be submitted at least 2 working days prior to attending the workshop. 2. Participation in the workshop. <p>These 2 parts comprise part of the education component for BFI certification: 2-4 hours pre-reading; 8 hours workshop. Individual organizations can provide the clinical experience to complete the recommended 20 hours of education.</p>
OBJECTIVES	<ul style="list-style-type: none"> • Describe the principles of the Baby Friendly Initiative • Describe general benefits of breastfeeding to the mother and infant • Describe unique properties of human milk for infants • Describe physiology of milk production • Describe ways in which cultural beliefs and societal influences impact on breastfeeding • Identify the key principles for successful breastfeeding • Identify common breastfeeding positions • Recognize correct attachment and effective sucking at the breast • Summarize normal behaviour and growth parameters of breastfed infants • Recognize impact of intrapartum practices on lactation • Discuss and manage common problems seen in the breastfed infant • Discuss and manage common breastfeeding problems of mothers • Discuss medications and treatment options compatible with lactation • Discuss parent education and support pre-discharge and post-discharge • Identify resources for the breastfeeding mother and family • Identify resources available for health care professionals to access breastfeeding information
PREPARATION/ HANDOUTS	<ul style="list-style-type: none"> • Participants must complete the Best Start Healthy Mothers Healthy Babies Breastfeeding free online course and submit the 'Certificate of Achievement' <u>at least 2 working days prior to the workshop</u>. • Participant handout to be downloaded upon registration and brought to the workshop.
CONTACT	Keri-Ann Berga at 613-737-2660 x 3245 or kberga@cmnnp.ca

FETAL HEALTH SURVEILLANCE IN LABOUR (FHSL)

PROGRAM LEVEL	FUNDAMENTALS/REFRESHER	INSTRUCTOR
TARGET AUDIENCE	<p>Fundamentals: 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>Refresher: 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. <i>This course is not appropriate for the inexperienced practitioner.</i></p>	<p>This program is intended for expert practitioners who wish to teach the FHS Fundamentals and Refresher workshops.</p> <p><u>PRE-REQUISITES:</u></p> <ul style="list-style-type: none"> • In-depth knowledge of and clinical expertise related to fetal health surveillance with a minimum of 2 years intrapartum clinical experience • Current and ongoing related clinical practice • A letter of support from the candidate's sponsoring facility/organization • Candidate Letter of intent <p><i>Applications will be reviewed and Instructor Candidates will be informed if they have been accepted into the workshop.</i></p>
DESCRIPTION	<p>The Fundamentals of FHS Program (8hr workshop) and the FHS Refresher Course (3.5hr workshop) consist of 2 parts:</p> <ol style="list-style-type: none"> 1. Review of the online Fundamentals of Fetal Health Surveillance – A Self-Learning Manual and successful completion of the Canadian Fetal Health Surveillance (FHS) Online Exam is required prior to attending the workshop. <p>Please note: The Canadian Fetal Health Surveillance (FHS) Online Exam is available for purchase under the Final Evaluation tab in the online Fundamentals of Fetal Health Surveillance – A Self-Learning Manual.</p> <ol style="list-style-type: none"> 2. Participation in the workshop. 	<p>This two-day Instructor program:</p> <p>Day 1:</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>Day 2:</p> <p>Participation in the FHS Instructor workshop.</p>
OBJECTIVES	<ul style="list-style-type: none"> • Discuss the current guidelines on intrapartum fetal health surveillance • Review and practice the techniques of FHR auscultation and EFM • Interpret FHR characteristics from both auscultation and EFM • Integrate the concepts of acid-base balance and the interpretation of fetal blood gas values in FHR interpretation • Identify important principles of verbal communication and written documentation • Outline supportive and corrective interventions for various FHR findings 	<ul style="list-style-type: none"> • Review the fundamental concepts and the literature related to FHSL • Observe and note how the FHSL Fundamentals workshop is taught • Review adult learning principles and strategies to facilitate adult learning • Describe the key concepts to cover when teaching the FHSL Fundamentals workshop • Discuss various logistical issues related to planning and teaching the workshop • Demonstrate the ability to teach/facilitate a short presentation
PREPARATION/HANDOUTS	<p>Prior to the workshop, participants must:</p> <ul style="list-style-type: none"> • Review the online Fundamentals of Fetal Health Surveillance Self-Learning Manual (8 hours) • Complete the Canadian Fetal Health Surveillance (FHS) Online Exam(2-3 hours) and submit 'Certificate of Completion' <u>at least 2 working days prior to the workshop</u> 	<p>Prior to the workshop, participants must:</p> <ul style="list-style-type: none"> • Review the online Fundamentals of Fetal Health Surveillance Self-Learning Manual and several other key articles • 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> • Prepare a <u>10-minute presentation</u> for the microteaching session on Day 2. Further details provided upon registration.
EVALUATION	<p>Successful completion of the Canadian Fetal Health Surveillance (FHS) Online Exam</p>	<p>Successful completion of Canadian Fetal Health Surveillance (FHS) Online Exam. Instructor and participants' feedback of microteaching sessions provided to each Instructor-Candidate on Day 2.</p>
CONTACT	<p>Catherine Gascon at 613-737-2660 x 2133 or cgascon@cmnnp.ca</p> <p>Lauren Rivard at 613-549-6666 x 4960 or larivard@cmnnp.ca</p>	

IN-SITU SIMULATION SESSION

TARGET AUDIENCE	This opportunity is intended for an <u>interprofessional</u> group of practitioners involved in the care of labouring women and newborns who are interested in simulation-based learning. The session is offered at your site, in your birthing unit or newborn care area.
DESCRIPTION	<p>This half-day session will offer an interprofessional group of perinatal healthcare providers the opportunity to participate in 2 simulation-based learning scenarios – one with a maternal focus and one with a neonatal focus. The scenarios will include both high and low fidelity learnings and will address skills and task training [i.e.: intubation] as well as team training [i.e.: communication, resource allocation, leadership skills]. A debriefing of both scenarios will follow.</p> <p>A limited number of on-site sessions will be offered. Each request will be considered on a first-come first-serve basis and be contingent upon interprofessional participation and availability of the In-Situ Simulation faculty. The details of the session, including date, time, location, number of participants and fees will then be negotiated.</p>
OBJECTIVES	<p><i>Each simulation scenario has specific objectives related to the simulation topic and individual site needs in addition to those listed below.</i></p> <ul style="list-style-type: none"> • Engage interprofessional teams in team-based training • Demonstrate knowledge of resuscitation and/or stabilization of the unwell or at-risk mother and/or infant • Identify latent safety errors or ‘near-misses’ • Recognize the importance of teamwork and communication in high acuity events • Participate in interprofessional team debriefing.
<p style="text-align: center;">In-Situ Simulation sessions are offered by request.</p> <p style="text-align: center;">For further information or to request a session at your organization, contact Lauren Rivard at larivard@cmnrb.ca</p>	

LABOUR SUPPORT

TARGET AUDIENCE	This one-day 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.
OBJECTIVES	<ul style="list-style-type: none"> • Discuss what contributes to positive and negative birth experiences • Discuss current recommendations about labour support • Describe the latest research evidence about labour support • Describe and demonstrate various support techniques through the different stages of labour, emphasizing non-pharmacologic methods of pain relief • Review various movements and positions for labour and birth, and discuss how they can influence birth outcomes • Discuss documentation and evaluation of labour support activities
PREPARATION/ HANDOUTS	<ul style="list-style-type: none"> • There is no pre-reading for this workshop. • Participant handout to be downloaded upon registration and brought to the workshop.
CONTACT	<p>Catherine Gascon at 613-737-2660 x 2133 or cgascon@cmnrrp.ca</p> <p>Lauren Rivard at 613-549-6666 x 4960 or larivard@cmnrrp.ca</p>

LATE PRETERM INFANT

TARGET AUDIENCE	Hospital and community interprofessional health care providers of infants born between 34 and 37 weeks gestation.
DESCRIPTION	This one-day workshop designed to review the challenges and special needs of infants born between 34 and 37 weeks gestation, and the related interventions and clinical implications. Interactive discussions and case-study applications are integrated in the workshop day.
OBJECTIVES	<ul style="list-style-type: none"> • Identify the physiologic challenges faced by the late preterm infant • Describe appropriate interventions for these challenges with a focus on: <ul style="list-style-type: none"> Thermoregulation Hypoglycemia Hyperbilirubinemia Sepsis Respiratory Issues Feeding Issues • Discuss discharge information and care at home including information for parents
PREPARATION/HANDOUTS	<ul style="list-style-type: none"> • There is no pre-reading for this workshop • Participant handout to be downloaded upon registration and brought to the workshop.
CONTACT	Keri-Ann Berga at 613-737-2660 x 2741 or kberga@cmnrp.ca

NEONATAL RESUSCITATION PROGRAM (NRP)

PROGRAM LEVEL	PROVIDER	INSTRUCTOR
TARGET AUDIENCE	This program is intended for interprofessional health care providers or students of same who require NRP for their current work.	This 2-day program is intended for expert-level practitioners who are supported by their institution and wish to develop teaching skills in neonatal resuscitation.
DESCRIPTION	<p>The Neonatal Resuscitation Program is a one-day workshop that consists of 2 parts:</p> <ul style="list-style-type: none"> Review of the 7th edition <i>Textbook of Neonatal Resuscitation (2016)</i> and successful completion of the CPS NRP online examination is required prior to attending the workshop. Participation in the workshop including skills stations, integrated skills station assessment (ISSA) and a simulation and debriefing exercise. <p>The online exam is available for purchase from the Canadian Paediatric Society (CPS) at http://www.cps.ca/en/nrp-prn/online-examination.</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.</p>	<p>Day 1: 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 scenarios for evaluation and debriefing.</p> <p>Day 2: 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>PREREQUISITES:</p> <p>Instructor candidates must have at least 2 years relevant clinical experience, and:</p> <ul style="list-style-type: none"> Proof of current CPS NRP PROVIDER status with successful completion of Lessons 1-11 and an Advanced ISSA, In-depth knowledge of and clinical expertise related to newborn care and resuscitation, Current and ongoing related clinical practice, A Letter of Support from the candidate's manager at their sponsoring facility/organization, and Candidate Letter of Intent <p>Applications will be reviewed and Instructor Candidates will be informed if they have been accepted into the workshop.</p>
OBJECTIVES	<ul style="list-style-type: none"> Perform initial steps, bag & mask ventilation, chest compressions, assist with and/or intubate, calculate medication dosages Demonstrate awareness of the unique challenges presented by the preterm infant Demonstrate communication and teamwork, in addition to appropriate interventions, in a variety of resuscitation scenarios Participate in a Simulation & Debriefing exercise 	<ul style="list-style-type: none"> Demonstrate awareness of adult learning principles & strategies to facilitate learning Develop clinical scenarios and demonstrate ability to evaluate and provide feedback to learners Demonstrate knowledge of principles of simulation-based learning and debriefing Describe the roles and responsibilities of a hospital-based Instructor Describe the role of CPS in supporting NRP in Canada
PREPARATION/ HANDOUTS	<p>The 7th edition <i>Textbook of Neonatal Resuscitation</i> (2016) must be reviewed prior to the workshop.</p> <p>Participants must:</p> <ol style="list-style-type: none"> Complete the online exam [Lessons 1-11] <u>within 30 days</u> prior to the workshop, and Submit the 'Online Examination Certificate' <u>at least 2 working days prior to the workshop.</u> <p>NOTE: Participants are welcome to complete the e-Sim online exercise but it is not mandatory.</p>	<p>The 7th edition <i>Textbook of Neonatal Resuscitation</i> (2016) and <i>Neonatal Resuscitation Instructor Manual</i> (2011) must be reviewed prior to the workshop. The Instructor Manual is a mandatory resource and pre-reading. It is available for purchase at https://bookstore.cps.ca/.</p> <p>NOTE: The Instructor DVD mentioned in the Instructor Manual is NOT a mandatory resource in Canada nor is completion of the e-Sim exercise.</p> <p>Instructor candidates must 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>
EVALUATION	<p>Successful completion of:</p> <ol style="list-style-type: none"> Online examination (within 30 days prior to the workshop) Performance Skill Stations Integrated Skills Stations (including ISSA evaluation) Simulation and Debriefing exercise <p>Successful completion of all of the above is required to receive a CPS NRP Provider card.</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 'team teach' 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>
NOTES	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>
CONTACT	Debbie Aylward (daylward@cmnnp.ca) or Lauren Rivard (613-549-6666 x4960 or larivard@cmnnp.ca)	

PERINATAL LOSS

TARGET AUDIENCE	This program is intended for providers who care for families who have experienced a perinatal loss (e.g. nurses, social workers, chaplains, midwives, genetic counselors, physicians, child life specialists, sonographers, public health nurses, and funeral directors).
DESCRIPTION	This one-day 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.
OBJECTIVES	<ul style="list-style-type: none"> • Describe different types of perinatal losses and outline the grief process • Explore the significance of perinatal loss in the lives of childbearing families • Discuss the role of care providers including specific interventions to support bereaved families • Identify the challenges associated with providing support to bereaved families • Identify self-care strategies for care providers and other members of the health care team who are affected by loss • Identify resources available for parents and caregivers
PREPARATION/ HANDOUTS	<ul style="list-style-type: none"> • There is a self-reflection activity that must be completed before the workshop • Participant handout to be downloaded upon registration and brought to the workshop.
CONTACT	Catherine Gascon at 613-737-2660 x 2133 or cgascon@cmnrp.ca , or Lauren Rivard 613-549-6666 x 4960 or larivard@cmnrp.ca

SUBSTANCE USE IN THE PERINATAL PERIOD:

TARGET AUDIENCE	This workshop is intended for interprofessional health care providers and social service providers who care for childbearing families during pregnancy and postnatal periods.
DESCRIPTION	This one-day workshop provides a solid foundation of theoretical and clinical knowledge to facilitate effective care of mothers and newborns that are impacted by substance use in the perinatal period.
OBJECTIVES	<ul style="list-style-type: none"> • Identify prevalence rates of the most common licit and illicit substances used by women during pregnancy. • Summarize key risk factors associated with substance use during pregnancy and potential implications for maternal and fetal/neonatal well-being. • Discuss the issue of stigma surrounding addictions and explore how it serves as a significant barrier to accessing appropriate services both pre- and postnatally. • Review evidence-based strategies to support substance-involved families across the perinatal continuum. • Increase knowledge of community resources available and identify existing gaps in services. • Review recommendations for substance-involved women who are breastfeeding. • Discuss evidence-based care of the newborn at-risk for or diagnosed with Neonatal Abstinence Syndrome (NAS). • Identify best practices in planning for safe transitions.
PREPARATION/ HANDOUTS	<ul style="list-style-type: none"> • Participants must complete the FREE e-Learning Module <i>Engaging Clients with Substance Use Disorders</i> available through the Registered Nurses' Association of Ontario at http://elearning.rnao.ca/. It will take approximately 40 minutes to complete. (Click on drop-down menu for <i>Addiction and Mental Health</i> and select specified course). • Participant handouts to be downloaded upon registration and brought to the workshop.
CONTACT	Christina Cantin at 613-737-2660 x 3246 or ccantin@cmnrp.ca

REGISTRATION INFORMATION

Visit WWW.CMNRP.CA to register online

REGISTRATION POLICY

- A registrant is confirmed **only** when the registration payment is received by our office.
- Registration for an employee of the perinatal units in Founding Partner organizations is confirmed **only** when the credit card information is received by our office. No charges will be processed unless there is a late cancellation. (see policy below).
- Instructions and workshop manual(s) (where applicable) will be sent out at least two weeks in advance of the workshop date.

CANCELLATION POLICY

- Cancellation by registrant must be received **at least 2 weeks** prior to a workshop.
- Insufficient cancellation notice (within 2 weeks of workshop) is subject to a \$50 administration fee, **except for NRP**. The **NRP** workshop fee is **non-refundable** (e.g. Provider, Instructor or Update).
- Registrants who cancel their attendance will be encouraged to register for a future workshop. However, administration fees cannot be applied to reduce the cost of future workshops.
- NSF cheques are subject to a \$50 fee.
- Textbooks and manuals purchased for workshops are non-refundable.
- CMNRP reserves the right to cancel a workshop due to insufficient registration, in which case 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.**

INFORMATION SUR L'INSCRIPTION

Visitez le WWW.CMNRP.CA pour vous inscrire

POLITIQUE SUR LES INSCRIPTIONS

- L'inscription sera confirmée seulement lorsque le paiement sera reçu.
- Les participants des unités périnatales des partenaires fondateurs du CMNRP doivent soumettre leur numéro de carte de crédit pour assurer leur inscription et sont assujettis à la présente politique d'annulation.
- Des détails additionnels et le(s) manuel(s), le cas échéant, vous seront envoyés au moins deux semaines avant la date de l'atelier.

POLITIQUE D'ANNULATION

- Une personne inscrite peut annuler son inscription jusqu'à **deux semaines avant l'atelier**.
- Si l'avis d'annulation est insuffisant (moins de 2 semaines avant l'atelier), des frais administratifs de 50 \$ s'appliquent, **sauf pour l'atelier NRP. L'atelier NRP n'est pas remboursable.**
- Les participants qui annulent leur inscription seront encouragés à s'inscrire à un atelier futur. Par contre, les frais d'administration ne peuvent être appliqués à un autre atelier.
- Des frais administratifs de 50 \$ s'appliquent pour tout chèque sans provision.
- Tout achat de livre et/ou manuel est non-remboursable.
- Le CMNRP se réserve le droit d'annuler un atelier si l'inscription est insuffisante et les participants seront alors entièrement 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.