

Client and Family Centred Care Online User Manual

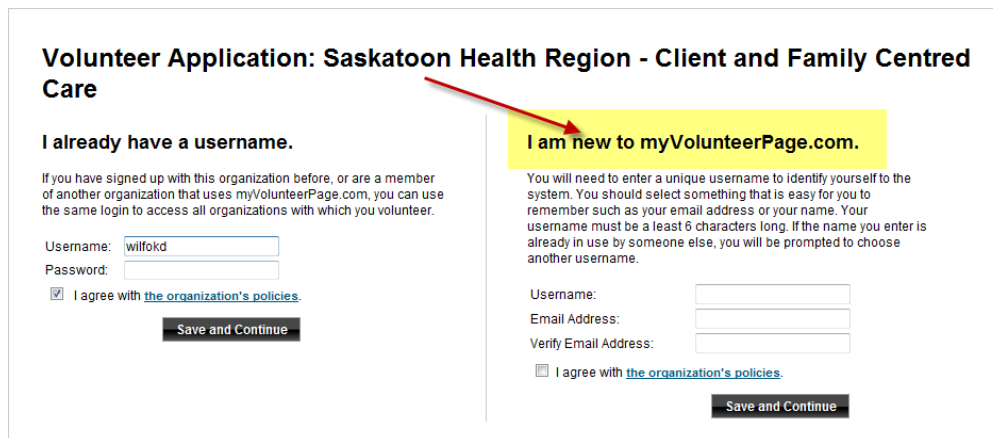
1. Register

You only have to register yourself as an Advisor once on the Client and Family Centred Care website.

- ➔ Visit www.saskatoonhealthregion.ca, click on the **Patients** tab at the top and then click on **Client & Family Centred Care**
- ➔ Click on the **Register Now!** button on the right-hand side of the screen

Page 1 New Volunteer

- ➔ On the right side of the screen under, "I am new to myVolunteerPage.com," start registering by creating your username.
- ➔ Enter your email address twice
- ➔ Agree to the **Organization Policies**
 - Your use of this website constitutes your agreement to this privacy policy and any other subsequent modifications thereto. If you do not wish to be bound by this privacy policy, discontinue your use of this website.
- ➔ Click on **Save and Continue**



Volunteer Application: Saskatoon Health Region - Client and Family Centred Care

I already have a username.

If you have signed up with this organization before, or are a member of another organization that uses myVolunteerPage.com, you can use the same login to access all organizations with which you volunteer.

Username:

Password:

I agree with [the organization's policies.](#)

Save and Continue

I am new to myVolunteerPage.com.

You will need to enter a unique username to identify yourself to the system. You should select something that is easy for you to remember such as your email address or your name. Your username must be a least 6 characters long. If the name you enter is already in use by someone else, you will be prompted to choose another username.

Username:

Email Address:

Verify Email Address:

I agree with [the organization's policies.](#)

Save and Continue

Page 2 Volunteer Application

- ➔ Choose a password that you will remember
- ➔ You will provide your contact information such as name, address, phone # and email.
- ➔ Required Fields are identified with an asterisk *
- ➔ If you choose to enter your birthday, CFCC will only see the day/month.
- ➔ Click on **Save and Continue**

Page 3 Additional Info

- ➔ Tell us if you are a new advisor or not.
- ➔ If you are currently a member of a Patient and Family Advisory Council, click all that apply
- ➔ Provide your demographic information
- ➔ Tell us the status of your flu shot vaccination
- ➔ Outline your interests in becoming a Patient and Family Advisor

- ➔ Provide your healthcare experience
- ➔ How did you learn about our program?
- ➔ Include your SIN #
- ➔ Consent to receive emails from CFCC
- ➔ Click on **Save and Continue**

Page 4

- ➔ Click on **Close**

2. Sign Up for Advising Opportunities

- ➔ Visit the CFCC website: www.saskatoonhealthregion.ca/cfcc
- ➔ Click on **Sign Up Today** button on the right-hand side of the screen



- ➔ Next, click on **Login!**



- ➔ Enter your username and password that you created when you “registered” on the site

Do you already have a username and password for myVolunteerPage.com ?

Username:

Password:

Login

Login here. ▶

Forgot your username or password?
[Click Here](#)

- ➔ Forgot your username or password? Click on **Forgot my Password** at the bottom of the screen
- ➔ Click on **Login**

Home Page

- ➔ Welcome message
- ➔ Files include the following:
 - Patient and Family Advisor Guide
 - Client and Family Centred Care Online User Guide
 - SHR Region Reporter

3. Sign-Up for an Activity

- ➔ To read the details of a specific advising opportunity and to sign up, click on the **Sign-Up** tab at the top.

Sign Up

Click on the activity links below to read more about them. If you want to, you will be able to sign up from that screen as well. If you would like to see fewer activities below, check the box next to one or more of the filters below and then the Filter Activities button.

Filters: Qualified Generally Available Signed up Assigned Backup List
 Sort:
 Group by category:

[Filter Activities](#)

Saskatoon Health Region - Client and Family Centred Care

RAPID PROCESS IMPROVEMENT WORKSHOP (RPIW)		Type	Av	Q	Su	As	BL	S	Start Date	End Date
RPIW # 125	Click on Advising Opportunity Name							5	3/23/2015	3/27/2015
RPIW # 128								5	3/23/2015	3/27/2015

- ➔ Read through the details/description and then click **Sign Up** at the bottom

[Sign Up](#)

[Add me to the back-up list in case you ever need extras](#)

- ➔ Once you've clicked on **Sign Up**, you will see this message:

Thank you for signing up. You have not been scheduled yet but will be contacted later regarding your assigned shifts.

- ➔ CFCC matches an advisor to the Advising Opportunity based on the experience, availability and advising history.
- ➔ **CFCC will contact the selected advisor via email to accept or decline within 3 days of the posting closing.**
- ➔ Once the advisor is confirmed, CFCC will notify any other interested advisors that the Advising Opportunity has been filled.

4. Assignments

- ➔ Under the **Assignments** tab at the top, view the advising opportunities you've been assigned to.

5. Hours Log

- ➔ Click on the **Hours Log** tab at the top to log your hours
 - Logging PFAC hours, see instructions below.
- ➔ Click on the drop-down arrow beside **Select an Activity**, select the advising opportunity you attended.
 - IF, you don't see the advising opportunity listed, click on "All Inactive Activities"

Log Hours for Saskatoon Health Region - Client and Family Centred Care

Activity: *
Don't see the activity you're looking for? Try: [All Inactive Activities](#)
 Date Volunteered: *

- Click on the drop-down arrow again
- If you still don't see it listed, select "other" from the drop-down list (it is listed under the "Other" heading). You will be contacted for confirmation.

IMPROVEMENT ACTIVITIES
 3P
OTHER
 Interdisciplinary Patient Partner Program
 Interviews for staff
 Mentor for Canadian Foundation for Health Care Improvements
Other

- Enter the date of the last day of the activity
- Enter number of hours and minutes for the entire event (RPIW: Max 40 hours)
- Answer the rating question and provide feedback on the event and any improvement ideas you have.
- Click on **Save**

Log Hours for Saskatoon Health Region - Client and Family Centred Care

Activity: *
 Don't see the activity you're looking for? Try: [All Inactive Activities](#)

Date Volunteered: *

Total Time: Hours: Minutes: *

PFAC Hours

- Click on **"All Inactive Activities"**

Log Hours for Saskatoon Health Region - Client and Family Centred Care

Activity: *
 Don't see the activity you're looking for? Try: [All Inactive Activities](#)

Date Volunteered: *

Total Time: Hours: Minutes: *

Post my hours to Facebook **Save**

- Nothing will appear to have changed on the screen but you can now click on the **"Select an Activity"** drop-down list and select the PFAC you are logging hours for.
- Enter the date of the last day of the PFAC meeting
- Enter the number of hours and minutes
- Answer the rating question, provide your feedback on the event and any improvement ideas you have.
- Click on **Save**

6. Contact

- To email us, click on the **Contact** tab at the top
- The Subject line should be a short description of what your email is about
- In the body of the email, be as descriptive and to the point as possible
- You can attach a document if you desire
- Click on **Send Email**

7. My Profile

- Password changes can be made by clicking on the **Change Password** button
- Address or contact information can be changed by clicking in the appropriate field and then clicking on **Save**.
- You can update any of your information by clicking on the appropriate tab at the top



- Home
- Sign-Up
- Assignments
- Hours Log
- Contact
- Reports
- My Profile

- Basic Info
- Additional Info
- Qualifications
- Interests
- Availability
- Goals
- Merge Profile

My Profile: Additional Info

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