



**One Person
One Record**

OPOR Student Learning Strategy

OPOR Education & Learning

September 2025



Objective

The Student Learning Strategy is built on collaborative engagement between OPOR Education & Learning, Student Learner Placement Teams and our Access partners, with shared accountability for timely training, access provisioning, and continuous improvement. The intended outcome is to ensure students are adequately prepared to navigate and utilize OPOR-CIS tools confidently and safely during their clinical placements. It is expected that content and processes within this document will be updated based on decisions made by NSH and OPOR leadership. The delivery modality may change depending on pivots in learning delivery tools, but until the change is confirmed, this document will continue to leverage existing processes and tools.

Student Training Model

OPOR-CIS training is required for all students that interact with patient documentation for the provision of patient care. OPOR-CIS student training includes two virtual asynchronous courses through the Learning Management System (LMS). This will demonstrate the connection of the various applications within the CIS, as well as an overview of chart navigation. Successful completion of both LMS courses will be tracked and required prior to receiving CIS access. OPOR-CIS hands-on learning will be provided by the designated on-site clinical educator during the learner's clinical placement.

Training instructions for student learners will be provided to student placement coordinators and clinical leaders that manage student placements. There will be shared accountability to ensure students who require access to the OPOR-CIS during their placement, receive this information. It is the students' responsibility to complete their training at least 10 business days prior to their placement start date, to ensure adequate time for the provisioning of CIS access. Completion of training beyond this deadline cannot guarantee access will be granted prior to the placement start date.

Additional resources associated with the students' area of care will be available in the Education & Learning Library as supplemental learning opportunities.

Note: Clinical instructors who require access to the patient chart for instructional or supervisory purposes, will be required to complete both the LMS courses described above, in addition to in-person classroom training.

Resident/Fellow Training Model

OPOR-CIS training for Residents and Fellows aligns with the Provider Training Model. This includes the successful completion of mandatory in-person classroom training. Residents/Fellows will self-assign classroom training based on their clinical area of practice (i.e. Surgery, Pediatrics, Emergency Medicine).



Residents/Fellows currently practicing will be trained in advance of their respective site implementations. For incoming PGY1s, training will be aligned with the July onboarding process.

Additional resources associated with the Resident/Fellow areas of care will be available in the Education & Learning Library to support supplemental learning.

Training and Access Request Process

All OPOR-CIS access requests for students will be completed through the IT Self-Service. OPOR-CIS will be added to the list of solutions that leaders can select to assign to the student. The student must have a user account created to gain access to the LMS training courses and the OPOR-CIS.

Training requests will be generated automatically whenever the requestor submits the forms outlined in Appendix A. The requestor will assign a CIS role that is most applicable to the student's discipline. OPOR Education & Learning team will validate OPOR-CIS training has been completed by the student. Once validation is complete, the OPOR User Access team will grant the student OPOR-CIS access within the allocated timeframe. See *Appendix A* for further details on the IT Self-Service forms.

Applicable Partners

- OPOR Education & Learning team (Student Lead/Physician Lead)
- Student Learner Placement teams, Interprofessional Practice and Learning
- Medical Education Services teams
- Dalhousie Post Graduate Medical Education team & Resident Directors
- Clinical Leaders - Unit Managers, Clinical Leaders of Development, Clinical Leaders of Operations, Professional Practice Leaders.

Roles/Responsibilities

OPOR Education & Learning Team

- Validates student completion of OPOR-CIS training via LMS. This enables OPOR User Access team to grant access.
- Provision of instructional materials on the OPOR training request/application access forms.
- Provide and distribute student OPOR-CIS training instructions to the applicable partners.
- Ensures regular collaboration and communication with all applicable partners including communication of any changes to the student strategy.
- Resolution of any issues within the scope of Education & Learning are completed in a timely manner.



Student Learner Placement teams/Medical Education Services teams/Clinical Leaders

- Submits validated OPOR-CIS access requests via IT Self-Service for all unpaid student placements including relevant clinical instructors.
- User account creation/OPOR-CIS application access requests are to be submitted as soon as placement is confirmed, targeting 30 days prior to placement start date at an IWK Health or Nova Scotia Health facility.
 - Note: When submitting a user account request for a new student, **the effective date should be the date you are submitting the IT request, not the placement start date**. This allots time for the student to gain access to LMS and complete their training prior to the placement start date.
 - The requestor of the student's access will provide the user account login information to the applicable student as soon as it is received.
- Changes to the student access requirements are provided in a timely manner via IT Self-Service.
- Ensure the students' school emails are included within the IT ticket requests.
- Distributes communications regarding OPOR-CIS training to the applicable target population (students, clinical instructors, staff preceptors etc.).
- Any issues brought forward in relation to OPOR are sent to the applicable team for resolution (Education & Learning, User Access team, Cyber Security and Digital Solutions).

Dalhousie Post Graduate Medical Education Teams & Resident Directors

- Maintains regular communications with the Education & Learning team Student and Physician Lead.
- Distributes OPOR communications regarding Resident/Fellow OPOR-CIS training to the applicable target population.
- Any issues brought forward in relation to OPOR are sent to the applicable team for resolution (Education & Learning, User Access team, Cyber Security and Digital Solutions).



Appendix A: IT Self-Service Guide - OPOR-CIS Student Requests

IMPORTANT: For students that require a new user account (AD account) created prior to placement. Please submit the Setup User Account form (Step 1 - a below). The *effective date* on this form should be the date the IT request is submitted, not the placement start date. This allots time for the student to complete training in LMS using their new user account before their placement start date. Please provide the student with the user login information as soon as it is received. Late submissions are to be filed as soon as possible to minimize training and access delays.

Step 1: OPOR-CIS Access Request Submission

- The student access coordinator submits a request for OPOR-CIS access through IT Self-Service - [IT Self-Service - Service and Support](#). OPOR-CIS access can be completed through the following forms:
 - a. Setup User Account form
 - Service and Support > Access > User Access > **Setup User Account** > Select Request Application Access > Select OPOR-CIS on application list and assign appropriate CIS role
 - Select Student under Reason for Request

Request this Service

Approver

Reason for Request

Student

If remote access is required, complete and submit the "[Remote Access Request](#)" form. Only submit the "Remote Access Request" request once the requested account has been created or is active.

User Information

- For students, the effective date will be the date the IT request is submitted.

Effective Date (please ensure this is the actual date your new employee is scheduled to start working)

- b. Bulk User Account Request form
 - Service and Support > Access > User Access > **Bulk User Account Request** > Request Application Access > Select OPOR-CIS on application list and assign appropriate CIS role
- c. Add Additional Application Access form
 - Service and Support > Access > User Access > **Add Additional Application Access** > Select OPOR-CIS on application list and assign appropriate CIS role



Note: Certain OPOR-CIS positions available on the IT Self-Service forms will have a “student” name associated to it (E.g. Nurse Practitioner Student). If the role applicable to the student’s discipline does not have the “student” naming, please select the generic role that is most appropriate (E.g. Nurse Practitioner).

Nuance Powerscribe

Ocean eReferral (for Diagnostic Imaging users only)

OPOR CIS

Position

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Ambulatory - Care Manager

Anesthesia Assistant

Audiologist

Audiologist Tech

Cardiology - Sonographer

Cardiology - Technologist

Care Team Assistant

CDM

CDM Manager

Cerner Support

Charge Services - IT

Child Life Specialist

Child Life Specialist Student

Child Youth Worker

Child Youth Worker Student

Chiropractor - Non-NSHealth

Clerk

ClinDoc - Clinical Mgr/Dir

Clinical Assist

Step 2: Training Validation

- The OPOR Education & Learning Student lead will validate that the student has completed the LMS training requirements.

Step 3: Access

- OPOR User Access team grants the user access to the OPOR-CIS which closes out the ticket and notifies the ticket submitter of successful training completion. No additional logins are required. The student will then be able to access the OPOR-CIS using their student user account login.