

# Introduction to Fistula Management

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Offered through St. Michael's Hospital, Toronto, hosted by Jo Hoeflok NP/ET.

Baffled by enterocutaneous fistulas and their management?  
This brief introductory course will review the basics of fistula management  
and their treatment options.

**PLEASE READ ALL INFORMATION CAREFULLY.**

## Dates for 2015:

April 13 or November 23

Each class: 0830-1200

### Content:

- Review etiology of enterocutaneous fistulas (ECF)
- Review assessment parameters for ECF
- Discuss common topical management options for ECF
- Troughing: a review and an opportunity to practice the technique

### 2 options for participation:

**On-site** at St. Michael's Hospital in Room 16-101CN: Limited to 20 participants

**Off-site** via Ontario Telemedicine Network (OTN): Unlimited

## Course cost: \$75 per person

made payable to SMH Enterostomal Therapy Trust Fund.

**Payment must be received a minimum of 2 weeks prior to course date  
to confirm attendance and to receive materials.**

Please note that there are no refunds. If you are unable to attend a class,  
every effort will be made to rebook you for an upcoming class.

Cost includes:

**On-site** participants: comprehensive course folder with printed course materials and USB bracelet, educational materials, sample products and refreshments

**Off-site/OTN** participants: USB bracelet with all course materials, educational materials, sample products

Please note: Your names (and possibly address) will be shared with Industry Representatives so that educational materials can be provided to you (either mailed to you or delivered to SMH). Other course materials, such as a wound/fistula model and USB bracelet will come from St. Michael's Hospital. Course materials will not be provided until full course payment has been received.

For **off-site**: You must allow 2 weeks for mailing. We cannot guarantee timely delivery of course materials to you if payments are received less than 2 weeks prior to the course date. Please give careful consideration to your preferred mailing address as materials may be couriered to you. Avoid PO Boxes.

For registration, please contact:  
Maria Vergara  
[vergaram@smh.ca](mailto:vergaram@smh.ca)  
416-864-6060, extension 6256

For course information, please contact:  
Jo Hoeflok  
[hoeflokj@smh.ca](mailto:hoeflokj@smh.ca)  
416-864-5112

To participate via videoconference, please ask your local telemedicine coordinator to reserve a studio for you and to email site details to:

Mark Kinach: [kinachm@smh.ca](mailto:kinachm@smh.ca)

Telemedicine locations can be found by contacting the Ontario Telemedicine Network (OTN): 1-866-454-6861

Helpful information for **off-site**:

- You will receive several packages mailed separately: materials from St. Michael's and materials from Industry; everything does not arrive together in one package
- You will receive samples from Coloplast, ConvaTec, and Hollister
- The course content is provided in 2 PDF files: one file is full color and 1 slide per page; the second file is the same content, but in black and white and 3 slides/page. We suggest that you use the B&W files for printing purposes, as the files are large.

## Your Checklist for Course Participation

A lot needs to happen to ensure you get the information you require for the course, particularly if you are off-site.

Use this checklist to ensure that everything is on track.

What I need to do	On-site	Off-site	Done
Notify Maria of intent to participate in course	√	√	
Notify Mark of need for OTN link: <ul style="list-style-type: none"> <li>• either send him your OTN site details or your local telemedicine coordinator's contact info</li> </ul>		√	
Send cheque to Jo: <ul style="list-style-type: none"> <li>• must be received no later than 2 weeks prior to start of class</li> </ul>	√	√	
Receive email confirmation from Maria that cheque has been received: <ul style="list-style-type: none"> <li>• if we do not receive the cheque, no course materials will be mailed</li> </ul>	√	√	
Give Maria your <u>best</u> address to have course materials mailed to you (No PO boxes as materials are couriered)		√	
Receive email confirmation from Maria that course notes package has been mailed out		√	
Give email address to Maria of <u>each</u> participant in the class: <ul style="list-style-type: none"> <li>• this is for post-course evaluation purposes done via Survey Monkey</li> </ul>	√	√	
Complete the course evaluations	√	√	

### Opening your USB Bracelet

While your USB bracelet should open automatically once placed into the computer, on occasion it will not do so. In this case, follow these steps:

- Go to “My Computer” and right click to open, select “Open”
- Pick the device name (under removable storage), and right click
- A pop up box should appear, with options to:
  - Open
  - Search
  - Explore
  - Autoplay
- Choose Autoplay, and the bracelet should open, showing the course files and additional resources