

Introduction to General Surgery

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

Need a primer on surgeries common to the General Surgery patient?
This brief introductory course will provide a brief review of GI anatomy and physiology, and a discussion of some typical surgeries, with a focus on those that result in a stoma.

PLEASE READ ALL INFORMATION CAREFULLY.



Date for 2015:
September 14, 2015
0830-1200

Content:

- Overview of GI anatomy and physiology
- Overview of common General Surgery procedures that result in a stoma, including a review of reasons for the procedure
- Common considerations with each procedure will be discussed, including presence/absence of mucous fistulas, if discharge per anus is expected, etc.

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 and refreshments

Off-site/OTN participants: USB bracelet with all course materials

Please note: Course materials (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
416-864-6060, extension 6256

For course information, please contact:
Jo Hoeflok
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

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

Helpful information for **off-site**:

- You will receive a package from St. Michael's containing the USB/course content
- 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"> • either send him your OTN site details or your local telemedicine coordinator's contact info 		√	
Send cheque to Jo: <ul style="list-style-type: none"> • must be received no later than 2 weeks prior to start of class 	√	√	
Receive email confirmation from Maria that cheque has been received: <ul style="list-style-type: none"> • if we do not receive the cheque, no course materials will be provided 	√	√	
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"> • this is for post-course evaluation purposes done via Survey Monkey 	√	√	
Complete the course evaluation	√	√	

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