



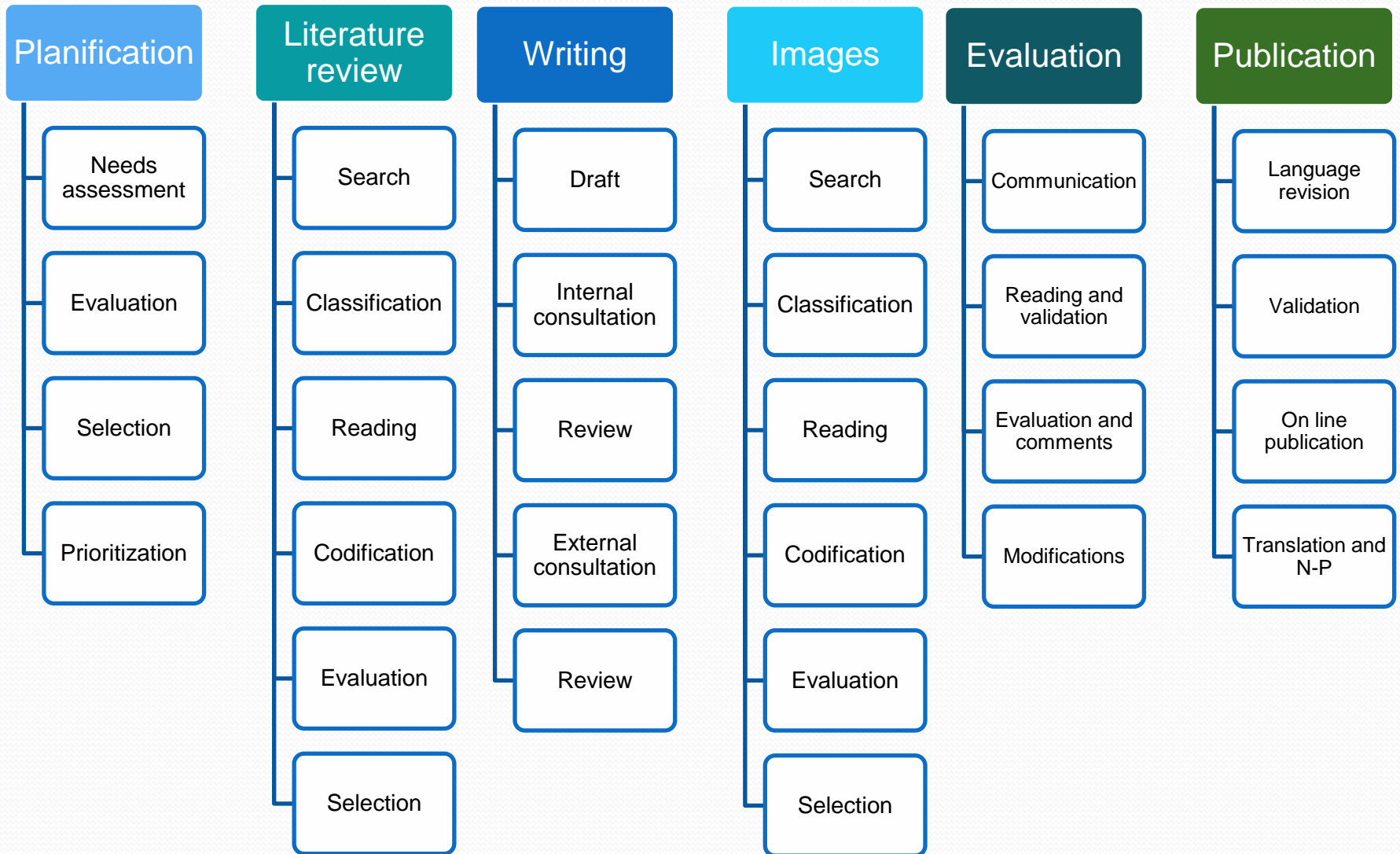
MÉTHODES DE SOINS INFORMATISÉES

Tool for new content managers

Roles of the OCM clinical advisors

- **Prioritization:** Establish priorities in collaboration with the rest of the team, the evaluation committee and the needs expressed by the subscribers
- **Drafting:**
 - Conduct a literature review (and provide oversight)
 - Revise, update or create OCMs
 - Develop tools
 - Revise based on feedback from the evaluation committee
- **Support**
 - Respond to clinical questions from subscribers submitted through the FAQ
 - Provide training or develop tools to facilitate the use of the platform itself as well as OCMs

Updating process



Revision of an OCM

- A revision is a change made to a published OCM
 - E.g : clarification, removal or addition of information

OCM revision – Stay informed!

□ Check out:

1. The list of revised OCM published every Monday and that is found in the «HELP» tab
2. The note that is found in the «Revision notes» section
 - It summarizes the changes made
3. No email is sent to notify of these changes

● Easily find changes thanks to:

2. A pink box inserted at the top of the General principles and/or Procedures sections
 - A link leads directly to the revised section
3. The orange colour of the revised text

OCM updates

- An update entails rewriting the OCM in its entirety according to the latest evidence and then publishing it

Newly created OCM

- Creating an OCM means drafting a procedure or a reference framework that did not previously exist on the platform

Updated and newly created OCMs - Stay informed!

- **An automated email** is sent to content managers when a new OCM is published:
 - French AND English professional versions*
 - French AND English non-professional versions*

* There is a delay in publication between each version

Updated and newly created OCMs - Stay informed!

☐ Check out:

1. The list of upcoming OCMs

- ☐ Available in the scrolling banner on the platform's homepage

2. The monthly email sent to content managers

- ☐ Specifies the expected date of publication of new French professional OCMs only

3. Revision notes

- Available in the section on the right-hand side of the screen of each OCM
- Specifies whether it is an update or a newly created OCM
 - For updates: the note may include how the information has been reorganized (e.g.: grouping of several OCMs)

Other questions ?

- View other PDF documents in the «HELP» section
- Use the Frequently Asked Questions (FAQ) section

Frequently Asked Questions

- The Frequently Asked Questions (FAQ) is **the communication channel** for platform users
- Ask your questions directly on the platform:
 1. Clinical section: questions and comments pertaining to the content of an OCM
 2. Technical section: questions and comments regarding a feature of the platform
 3. Subscription section: questions and comments regarding the renewal of your subscription
- The answer to your question may already be available on the FAQ
 - If not, you will receive an answer within 72 working hours