Government of
Northwest Territories

CCIS Phase One | Role Based Learning Pathways

Please see below for what training is required for each role outlined in the CCIS RBAC and Role Boundaries document. These training elements are required to be completed before access is given to the CCIS LIVE environment.

Role 1 – Administrative Intake Profile

Typical positions: Unit Clerk; Medical Records

Category	Learning requirement	Done
Required eModules:	1. Getting Started in CCIS	☐
	2. Client Set-Up	☐
	7. Discharge and Transfer	☐
Manual Sections:	Section 3 – Workflow Overview	☐
	Stage 1: Client Setup, including Finding a Client, Adding a New Client, Opening a Case for an Existing Client and Correcting a Mistake	☐
	Stage 2: Intake for context	☐
	Stage 4: Discharge / Closing a Case	☐

Role 2 – Support Worker Profile

Typical positions: Personal Support Worker (PSW); Home Support Worker (HSW)

Category	Learning requirement / manual reference	Done
Required eModules:	1. Getting Started in CCIS	☐
	4. CIHI Wait Time Tracker	☐
	6. Service Delivery Tracking – PSW/HSW	☐
Manual Sections:	Section 3 – Workflow Overview	☐
	Stage 1: Finding a Client, local search only	☐
	Stage 2: Intake overview	☐
	Stage 3: Service Provision, specifically CIHI Wait Time Tracker and PSW/HSW portions of Service Delivery Tracking	☐
	Section 1 – Errors & Corrections.	☐

Role 3 – Health Professional Profile

Typical positions: Registered Nurse (RN); Licensed Practical Nurse (LPN)

Category	Learning requirement / manual reference	Done
Required eModules:	1. Getting Started in CCIS	☐
	2. Client Set-Up	☐
	3. Intake	☐
	4. CIHI Wait Time Tracker	☐
	5. Service Delivery Tracking – Nursing	☐
Manual Sections:	Section 3 – Workflow Overview	☐
	Stage 1: Client Setup	☐
	Stage 2: Intake, including Recording the Outcome and Logging the Intake Visit	☐
	Stage 3: CIHI Wait Time Tracker, Nursing SDT and relevant historical review.	☐
	Stage 4: Discharge / Closing a Case	☐

Role 4 – Clinical Leadership Profile

Typical positions: Clinical Coordinator; Nurse in Charge

Category	Learning requirement / manual reference	Done
Required eModules:	1. Getting Started in CCIS	☐
	2. Client Set-Up	☐
	3. Intake	☐
	4. CIHI Wait Time Tracker	☐
	5. Service Delivery Tracking – Nursing	☐
	6. Service Delivery Tracking – PSW/HSW	☐
	7. Discharge and Transfer	☐
	8. Reports and Audits	☐
Manual Sections:	Section 3 – Workflow Overview and all four stages: Client Setup, Intake, Service Provision (CIHI, Nursing and PSW/HSW) and Discharge	☐
	Section 4 – Printing Reports, including Running an Audit Report as applicable to confirmed permissions.	☐

Role 5 – Oversight & Reporting Profile

Typical positions: Manager; Clinical Director

Category	Learning requirement / manual reference	Done
Required eModules:	1. Getting Started in CCIS	☐
	8. Reports and Audits	☐
Manual Sections:	Section 3 – Stage 1: Finding a Client, local search only	☐
	Stage 3: Service Provision, for understanding CIHI, Nursing and PSW/HSW historical trackers, not entering data	☐
	Section 4 – Printing Reports, including Running an Audit Report.	☐

Role 6 – System Administration Profile

Typical positions: DHSS SCCS Program Staff; CCIS Team

Category	Learning requirement / manual reference	Done
Required eModules:	1. Getting Started in CCIS	☐
	2. Client Set-Up	☐
	3. Intake	☐
	4. CIHI Wait Time Tracker	☐
	5. Service Delivery Tracking – Nursing	☐
	6. Service Delivery Tracking – PSW/HSW	☐
	7. Discharge and Transfer	☐
	8. Reports and Audits	☐
Manual Sections:	Section 1 – Introduction	☐
	Section 2 – Getting Started	☐
	Section 3 – all workflow stages	☐
	Section 4 – Printing Reports	☐

Role 7 – Educator Profile

Typical positions: CCIS staff educator

Category	Learning requirement / manual reference	Done
Required eModules:	1. Getting Started in CCIS	☐
	2. Client Set-Up	☐
	3. Intake	☐
	4. CIHI Wait Time Tracker	☐
	5. Service Delivery Tracking – Nursing	☐

	6. Service Delivery Tracking – PSW/HSW	☐
	7. Discharge and Transfer	☐
	8. Reports and Audits	☐
Manual Sections:	Section 1 – Introduction	☐
	Section 2 – Getting Started	☐
	Section 3 – all workflow stages	☐
	Section 4 – Printing Reports limited to applicable role permissions.	☐