

TELEHEALTH

BCSLs Contact:

- Angie Bender – BCSLS Exec Asst. – 604 714 1760 angie@bcsls.net

Cost:

- Members - \$25.00 including GST
- Non-Members - \$50.00 including GST
- Site Coordinator - Free

Refunds: Any individual who has already paid their fees by cheque or credit card is not entitled to a refund but would receive a credit for future Telehealth seminars. However, where we have arrangements with an employer to pay for attendees, we will not bill for someone who does not attend

Role of BCSLS Site Coordinator:

The site coordinator will be the BCSLS contact person for arranging and **promoting** the session

Pre-event

- Put up the poster (I send to you), and talking about the upcoming events.
- You must communicate with me, Angie, at BCSLS.
- You must let me know if your site is participating. If you are not acting as the BCSLS site coordinator then you need to let me know who is taking on this responsibility.
- Make sure the room is booked for the Telehealth. The technical contact may book the room as well, but this overlap is ok. We just need to be guaranteed that the room is booked.
- Photo copy and hand out materials - PowerPoint presentation that I email to you before the event.
- You must show up a little early and connect to the Telehealth. Make sure the audio and video is working. We give you contact names and numbers to help you through this.
- We also ask the site coordinator to keep attendance on the evening – using the sign-in sheet that I will email to you before the event.
- collect payment from those who just “show up”(walk-ins)
- Collect evaluation forms after the event.

After the Event

- mail to BCSLS the payments, the evaluation forms and the sign-in sheet
 - BCSLS
#720 999 West Broadway
Vancouver, BC V5Z 1K5
- BCSLS will send to you all of the certificates of participation and receipts (for those who paid for themselves) for each attendee from their site. You will distribute these to the participants.
- If an employer pays for the participant's fee, the participant will not receive a receipt.
- You must inform me if your employer is paying, and give me the name and address of the person I should send the invoice to.

Invoicing: Many sites have requested that we invoice the employer. Please be clear if you need me to invoice your employer. If not clearly stated, I will assume that all participants have paid on-line or gave you payment when they walked in.

IMPORTANT ****

BCSLS site coordinator .VS. Telehealth site coordinator.

There are two roles that need to be played out for a successful Telehealth at your site. In many cases in the smaller communities, one person wears two hats. But the responsibilities are different and each role communicates with a different person...

BCSLS site coord	Telehealth site coord
Communicates with BCSLS – Angie	Communicates with Telehealth – Olivia
Books the Room equipment (yes both people book the room, experience has taught us that this overlapping ensures that the room is booked)	Books the room and the equipment (yes both people book the room, experience has taught us that this overlapping ensures that the room is booked)
Must let BCSLS know that your site is participating	Must let Olivia know that the room is booked and other responsibilities are completed
Performs all of the above stated Pre and post event responsibilities.	