Iowa Users Group Meeting

Sept. 24, 2020
IHA Conference Center
Des Moines
Meeting Overview
Keeping employees appropriately trained and their skills and competencies up to date are constant challenges for hospitals and health care providers. Add the expenses associated with developing curriculum and the difficulty of scheduling, and it’s easy to understand why health care providers are looking for alternatives to traditional training. The objectives of this meeting are to address the needs and concerns of all levels of careLearning users and answer questions for potential users. It will provide a forum for local users to exchange information about careLearning and share experiences.

Intended Audience
Iowa hospitals using careLearning or hospitals interested in using careLearning.

PROGRAM AGENDA

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>8 am</td>
<td>Registration</td>
</tr>
<tr>
<td>8:30 am</td>
<td>Welcome, introductions and Celebrations</td>
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<tr>
<td>8:45 am</td>
<td>Product Training – Administrative Management System</td>
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<tr>
<td>10:30 am</td>
<td>Break</td>
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<tr>
<td>10:45 am</td>
<td>Product Training – Administrative Management System</td>
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<tr>
<td>Noon</td>
<td>Lunch</td>
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<tr>
<td>12:30 pm</td>
<td>Product Training – Administrative Management System</td>
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<tr>
<td>1:30 pm</td>
<td>Product Training – eRegistrar</td>
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<tr>
<td>2 pm</td>
<td>Break</td>
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<tr>
<td>2:15 pm</td>
<td>Course Options and Opportunities</td>
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<tr>
<td>2:30 pm</td>
<td>Product Training – Course Center</td>
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<tr>
<td>3:15 pm</td>
<td>Managing Performance Evaluations and Competency Assessments Online</td>
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<tr>
<td>3:30 pm</td>
<td>Passport Program: The Journey to Success (Clinical Rotation Orientation)</td>
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<tr>
<td>3:45 pm</td>
<td>Peer Sharing</td>
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<tr>
<td>4 pm</td>
<td>Dismissal</td>
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SPEAKER

Koby Lee, Ph.D., is the director of careLearning’s client success strategies. Dr. Lee brings an extensive background in adult education in health care and academic settings with a decade of careLearning and careSkills end-user experience.

REGISTRATION

There is a nonrefundable fee of $20.

PROGRAM LOCATION

IHA Conference Center
100 E. Grand Ave.
Des Moines, IA 50309

LODGING

IHA has a discounted corporate rate at the listed hotels. The discounted rate is offered to IHA event attendees on “non-last room” availability, meaning there are times when this rate will not be available because of high demand in the area. It is important to book early if you think you may need arrangements. When calling, please reference the corporate ID.

Staybridge Suites Des Moines Downtown
Corporate rate: $133 per night + taxes
Telephone: 877-238-8889
Corporate ID No.: 786828419

Embassy Suites Des Moines Downtown
Corporate rate: $143 per night + taxes
Telephone: 515-244-1700
Corporate ID No.: 560001333

Renaissance Des Moines Savery Hotel
Corporate rate: $145 per night + taxes
Telephone: 888-236-2427
Ask for the Iowa Hospital Association rate.

HANDOUT INFORMATION

This is a paperless conference. You will be notified by email when the handouts are available online. The email will include a link to access the files. Paper copies of handouts will not be available at the conference.

careLearning is an internet-based education management solution. Its sole purpose is to develop and deliver a range of just-in-time training and education for health care providers with the ability to manage and track employee, physician and non-employee records. careLearning is a nonprofit organization operated by more than 40 state hospital associations including the Iowa Hospital Association and the American Hospital Association.
BLUE ZONES INITIATIVE TO EAT WISELY

IHA has made a commitment to support your health by designing meals and snacks to follow the Blue Zones philosophy. Blue Zones guidelines are designed to nourish your body, leaving you feeling satisfied, alert and awake. IHA practices mindful eating by encouraging you to slow down and enjoy the flavors in your food.

DIETARY RESTRICTIONS

If you have any dietary restrictions or allergies, please email Ellen Waller at iharegistration@ihaonline.org.

REGISTRATION/CANCELLATION/REFUND POLICY

- If registering by mail, attach a copy of the registration form when payment is sent.
- No-shows will be billed.
- Cancellations and substitutions are welcome anytime. Cancellations and substitution requests must be sent to iharegistration@ihaonline.org.
  - A full refund will be given to cancellations received 10 or more business days before the conference.
  - A $50 fee will be charged to cancellations received six to nine business days before the conference.
  - Refunds will not be given to cancellations received five or fewer business days before the conference.
  - Refunds will be calculated by the date received and the IHA business days remaining before the conference.
  - IHA reserves the right to cancel the conference because of insufficient enrollment. If so, preregistered participants will be notified and full refunds provided.

ADA POLICY

IHA does not discriminate in its educational programs on the basis of race, religion, color, sex or disability. IHA wishes to ensure no one with a disability is excluded, denied services, segregated or otherwise treated differently than others because of the absence of auxiliary aids and services. If you need any of the auxiliary aids or services identified in the Americans With Disabilities Act to attend this conference, please call 515-288-1955, or write to the Department of Education at IHA.