

**Auditor Training Workshop**  
**Friday May 13, 2022**  
**0800 - 1200**  
**Online through the University of Manitoba**

**Agenda**

**Self Learning**

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|--|--------|
| 1. College Audits – Why, What, How                               | 45 min |
| 2. Medical Record Keeping – What does CPSM require               | 30 min |
| 3. Medical Record Keeping – What to look for as an auditor       | 30 min |
| 4. Introduction to the Audit Tool                                | 20 min |
| 5. Chart Stimulated Recall – How to have an effective discussion | 20 min |

**Interactive Online Workshop**

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|-------|---|--------|
| 8:00  | Welcome – Round table introductions   | 15 min |
| 8:15  | Questions related to pre-workshop learning - Marilyn Singer   | 30 min |
| 8:45  | Chart audit practice session (Includes breakout-working groups) - Marilyn Singer  | 60 min |
| 9:45  | Break   |        |
| 10:00 | Delivering effective feedback – how to lead difficult conversations - Joanne Hamilton (includes breakout groups for role play and discussion) | 90 min |
| 11:30 | Report writing – how to put the information together - Marilyn Singer   | 15 min |
| 11:45 | Concluding Remarks & Feedback   |        |