

Project proposal: Nursing Informatics Skills Fair

Introduction

Team building brings people together by encouraging collaboration and teamwork. Fun activities that help people see each other in a different light allow them to connect in a different setting. People in team are asked to think about the implications of these activities at their workplace. One of the most powerful reasons for team building is to get results. Through a series of planned team bonding events that are fun and motivational, teams build skills like communication, planning, problem-solving and conflict resolution. Team bonding ideas that work help facilitate long term team building through fostering genuine connections, deeper discussions and processing. Through this the NISTF is proposing that the NI department will embark on a journey that will further enhance the skills and promote a harmonious relationship between NI staff and all end-user in the facilities. NISTF Committee plans to launch the NI Skills Fair Workshop which includes structured and engaging activities to foster confidence and sharpen the informatics intelligence of nurses through team building activities and educational sessions. Furthermore, the skills fair can also be taken as an opportunity to reinforce NI projects to end users such as NI Online Support, CIS E-Library and NI Bulletin.

Objectives:

1. To facilitates better communication through open discussion between NI staff and nurses in the facility.
2. To motivate nurses in the facility to take on new challenges and be active in all CIS related project in the facility.
3. To promote participation among nurses in the facility to enable them to take part in the department project by contributing article to NIB.
4. To develops problem-solving skills by engaging nursing staff by participation in the activity such as NI Quiz Bee, Skill Challenge and use of CIS online support effectively.
5. To promote camaraderie among NI and nurses in the facility.
6. To share information and increase awareness about new technology.

Activity timeline:

The NI informatics skill fair will be conducted once a year per facility. The target date for the first facility will be on March and thereafter.

Audience:

- Nurses in the facility with first priority to Super user and committee member, then to end user.

Mechanics:

- Will be done once per facility.
- Invitation will be sent to all nurses which will be limited to 40 seats only, attendance will require pre-registration
- NI committee members will be involved in the preparation and organization of the event.
- CPD points will be provided to all participants

Budget:

- Refreshment for 40 persons
- Printed attendance certificate
- Gifts/Prizes/giveaways e.g Gift Voucher, Mobile Charger, Others

Activities:

- Educational Sessions to be presented by NI staff in the facility.
- **NI Quiz Bee**
- **Knowledge power** related to NIB Publication (fastest time to answer a hidden Question)

Note: The winner of the Knowledge power and the Quiz will attend the Battle of the champion to be conducted in the annual workshop.

- **Skill Challenges**
 - Device Integration
 - Trouble shooting
 - Clairvia Issue
 - Cerner Issue

- **Relaunching of NI Online support**
 - How to access (using their own account NOT the unit account)
 - How to send screenshot/file

Role and Responsibility

1. Event organization = the event will be organized by NISTF by sending invite to all nurses announcing the activity by registration and with limited number of participation.
2. Venue booking = It will be the responsibility of the NISTF to secure and arrange booking for venue in coordination with the NI assigned in the facility.
3. Gifts, Prizes and catering – it will be the sole responsibility of the NISTF to secure sponsorship for the prizes if there is no departmental budget that can be allotted.
4. NISTF will work with the NI education committee to secure CPD points related to the events.

*CPD points to be provided together with attendance certificate

Draft Agenda and Subject to Changes

NI Skills Fair

AGENDA

Time	Activity	Presenter
08:00 - 0830	Registration	
08:30 - 0845	Welcome remarks and introduction	NISTF chair
0845 - 09:30	Educational Presentation to be given by NI staff	NI staff in the facility
09:30 -10:30	NI Quiz Bee	NISTF
10:30 – 11:15	Skills Challenge	All super users/NI
11:15 to 11:45	NI on line Support Re launching	NISTF member
11:30 -12:30	Prayer and Lunch	11:30 -12:30
12:30 to 13:00	Distribution of Certificates and closed NI remarks	