



Perinatal Services BC

An agency of the Provincial Health Services Authority

QUICK REFERENCE for NEW FHS ROSTER PROCESS Effective June 2011

Please follow the new process described below upon receipt of this notice. Any rosters received prior to this notice will be processed using the old format.

What has changed? PSBC will no longer:

- Track the names of students who have completed the FHS Provider Course.
- Issue confirmation letters and wallet cards.
- Collect a \$5 administration fee per student.

What this means to instructors:

- Instructors must ensure that all students who successfully complete the course receive a Certificate of Completion.
- Instructors (or their hospital/facility) must maintain a record of all students who take their FHS courses.
- Instructors should continue to send the course rosters to PSBC, as we are continuing to track instructors' activities, numbers of students as well as their profession (ie: nurse, midwife, physician).

What this means to students:

- The Certificate of Completion is the student's only evidence of having successfully completed the course. We recommend students keep a scan or copy in addition to the original as backup. Many HR departments will keep this in their personnel file.
- If the student requires a replacement Certificate of Completion, they must contact their instructor or the hospital/facility that provided the course.

Please feel free to contact us if you have any questions or concerns:

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