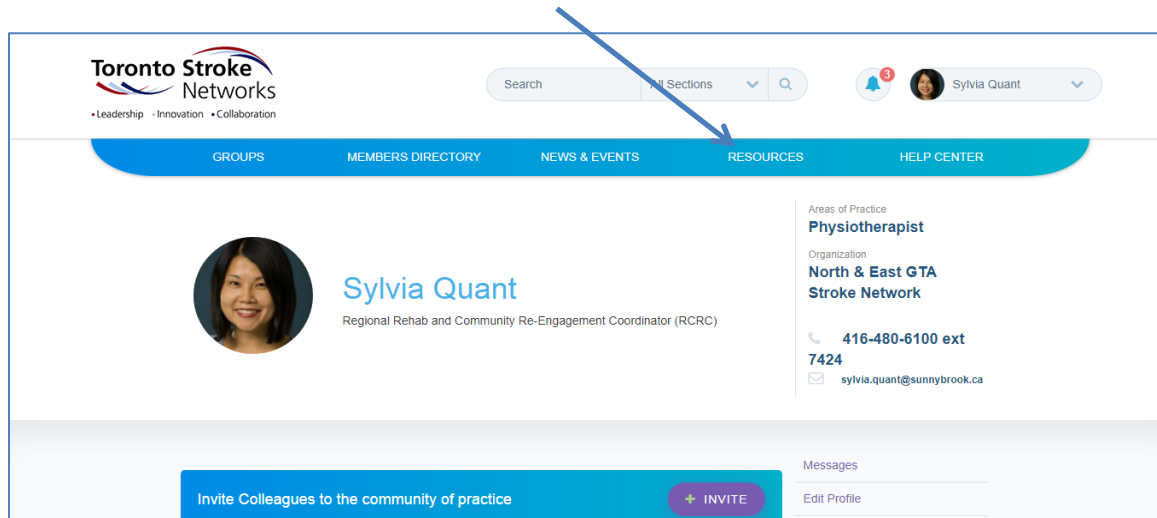
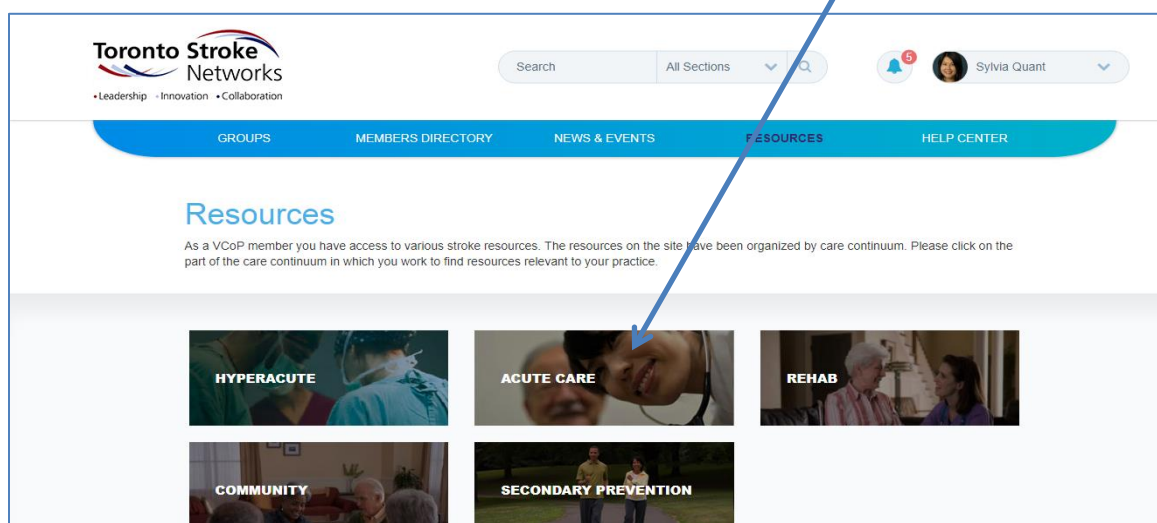


How to Update EPC Contact Lists and Team Descriptions on the Toronto Stroke Networks' Virtual Community of Practice (VCoP) – for EPC Champions (updated October 12, 2017)

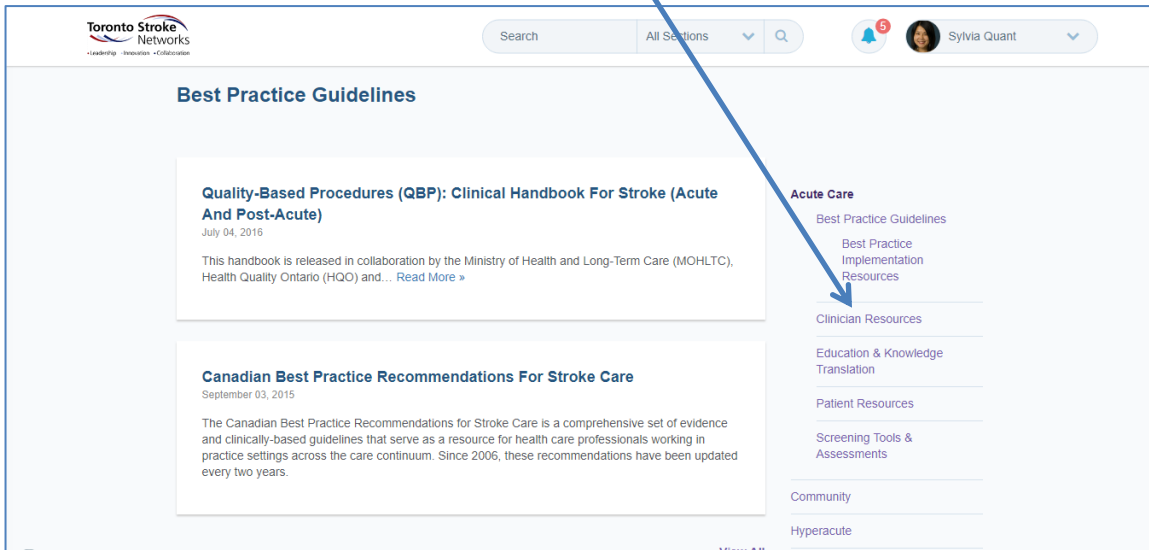
- Use Google Chrome as your web browser and go to www.strokecommunity.ca. If you are not yet a VCoP member, select the purple 'Become a Member' button and register.
- Once you receive membership approval via email (takes 1-2 business days), log in to the website and select the 'RESOURCES' tab.



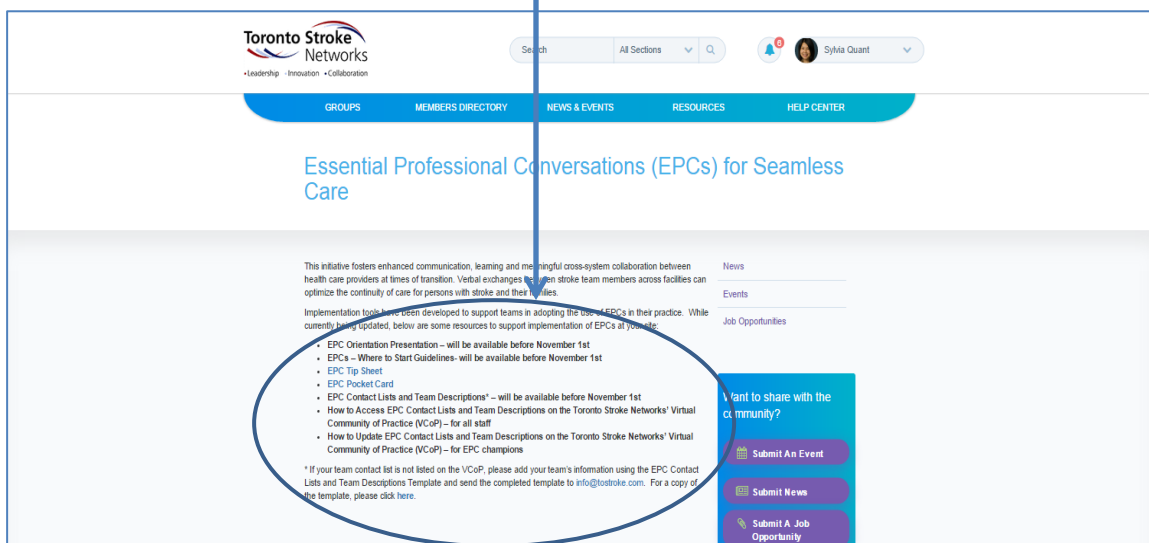
- Within the RESOURCES tab, click on any of sector (e.g., 'ACUTE CARE', 'REHAB', etc)



- Within any sector, select the **'Clinician Resources'** tab in the right column.

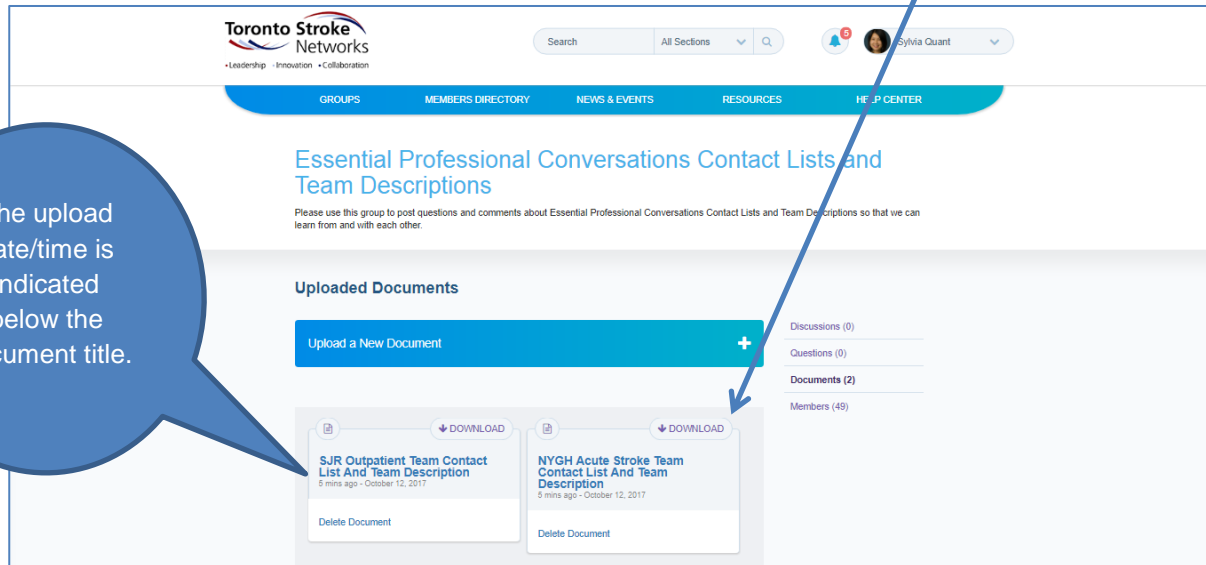


- Once you select the Clinician Resources tab, scroll down the page until you see the initiative: **'Essential Professional Conversations (EPCs) for Seamless Care'**. Click on the title of this initiative to access the EPC resource links.



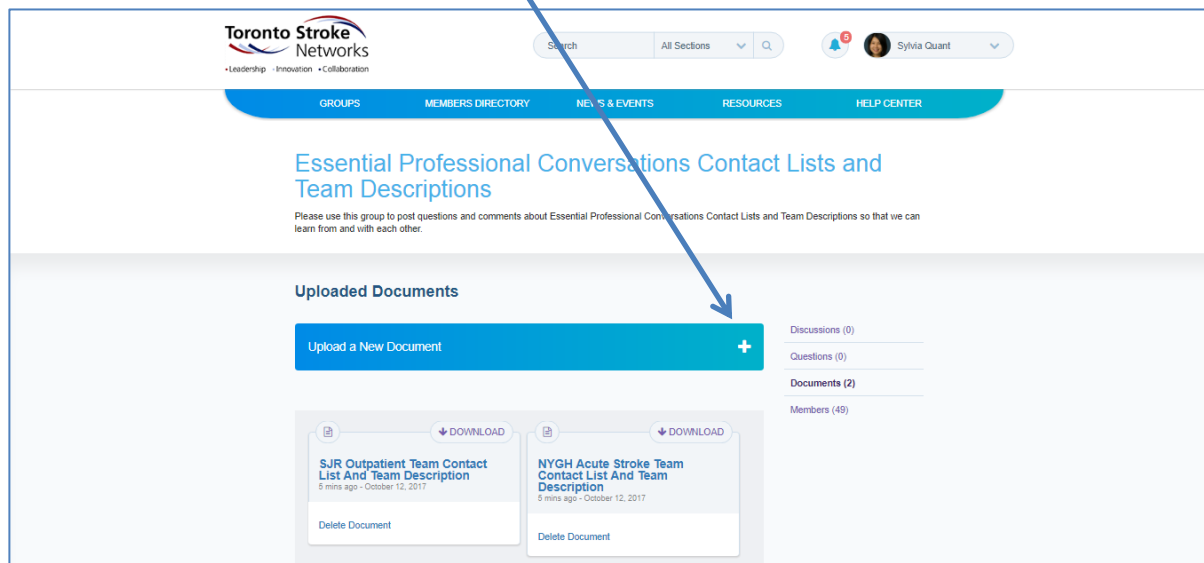
- When you click on the **'EPC Contact Lists and Team Descriptions'** resource link, it will take you to the Documents tab within the 'Essential Professional Conversations Contact Lists and Team Descriptions' group.

- Within the Documents tab, each team has/will have its own contact list and team description (see examples below). To download a contact list, click on the '**DOWNLOAD**' button that is associated with the document.



The upload date/time is indicated below the document title.

- Although there should only be one contact list stored from each team, if you see multiple versions from the same team, please download the version with the most recent upload date/time.
- Once you have updated the document, please change the revision date on the document and save it to your computer.
- To upload your revised document, go back to the 'Documents' tab (within the 'Essential Professional Conversations Contact Lists and Team Descriptions' group) and select the **white '+' symbol on the blue 'Upload a New Document' button**. Follow the prompts to upload your document.



- As each team/organization will have its own contact list stored in the VCoP, please ensure that you included the name of your team/organization within the title of your uploaded document.
- Once you have uploaded your revised document, please delete any previous version(s) of your team contact list by selecting the '**Delete Document**' link that is associated with the previous version(s).

Additional Notes for EPC Champions:

- To ensure that your team has access to these contact lists, please provide hard copies of these lists in a centralized spot on your unit.
- Please check for updated contact lists on the VCoP on a periodic basis. If contact lists from other teams/organizations have been revised on the VCoP, please update these lists on your unit.