



SOUTHERN HEALTH-SANTÉ SUD

Regional Staff Development, Infection Prevention and Control/
Perfectionnement du personnel et Prévention des infections

www.southernhealth.ca

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Site Managers:

A SHSS Nursing Orientation Checklist has been developed and is ready for use, to help guide newly hired nurses on their units during their orientation. The Nursing Orientation Checklist is very generalized and can be used for staff who work in either Acute or LTC. Please note that if a policy or procedure is missing from this checklist, it may be covered in Regional Orientation, Facility Orientation, or Regional Clinical Orientation (see attached for a summary of what is included in each). A couple of steps for managers before using the checklist:

- Please add any site and unit specific information that is not listed (e.g.: physiologic monitors in ED/SCU settings, Fetal health monitors in obstetrical settings, etc.). If you have an existing checklist, the information can be transferred to this new form. It can be as general or specific as needed to give nurses a comprehensive orientation to their new unit and work area.
- At the bottom of the checklist, any position specific courses can be added that have not been included on the welcome letter that the nurse may require
- If there is anything that does not apply to your work site, please “black out” the row or type “N/A”. For example: an acute care site might want to black out the LTC section as below. If there is something specific that needs to be highlighted about a specific topic, please add that into the comments:

Employee Initial	Topic	Date	Comments	N/A
	Location of forms: <ul style="list-style-type: none"> • Standard orders, care maps, BPMH, consents, waivers, frequent monitoring record, IPNs, chart forms, triage package etc. 			
	Kardex		Note there are 4 Kardex’s for this unit	
	Care Plans (acute)			
	Integrated Care Plan (LTC)			

To enhance the checklist, there are links built in for staff to access. Please update these as needed.

New Hire packages for new nursing staff should include a folder with these required documents:

- Welcome Letter – there are spaces on the Welcome Letter for scheduled courses. Please schedule the employee for the following courses and write the dates in the space provided on the welcome letter:
 - SCHIPP – in person
 - VPP – either over Teams (can register on the HPS) or on the LMS
 - Regional Clinical Orientation
- Infographic for Regional Orientation
- Infographic for Facility Orientation
- Facility Orientation Hand in checklist
- Regional Orientation Hand in package
- Nursing Orientation Checklist

Explain that the checklists need to be completed and handed in.

This Nursing Orientation Checklist should be completed on shift with a buddy nurse as part of their orientation and submitted to the manager within 14 days of hire. Managers, please review any areas the employee has not completed or needs further assistance with and reach out to the appropriate designate to assist the nurse with completion. Please sign the designated area of the form and the form can then be added to the Employee File.

Thank you,
Staff Development

Regional Orientation

<ul style="list-style-type: none"> ▪ Welcome from the Senior Leadership Team <ul style="list-style-type: none"> ○ Overview of the Southern Health-Santé Sud ▪ Accessibility for Manitobans Act ▪ Baby Friendly Initiative ▪ Ethics ▪ Human Resources ▪ Personal and Personal Health Information (PHIA) <ul style="list-style-type: none"> ○ Declaration of Confidentiality 	<ul style="list-style-type: none"> ▪ Communications & French Language Services <ul style="list-style-type: none"> ○ Health Provider Site (HPS), Media & Staff Communiqué ▪ Social Media ▪ Client Bill of Rights ▪ Workplace Safety and Health ▪ Occupational Health ▪ Safe Client Handling and Injury Prevention Program (SCHIPP) Module 1 	<ul style="list-style-type: none"> ▪ Workplace Hazardous Materials Information System (WHMIS) ▪ Disaster Management and Emergency Preparedness ▪ Respectful Workplace and Cultural Diversity ▪ Indigenous Health ▪ Infection Prevention and Control 	<ul style="list-style-type: none"> ▪ Protection for Persons in Care Act (PPCA) <ul style="list-style-type: none"> ○ Zero Tolerance of Abuse ▪ Patient Safety, Quality Improvement and Risk Management <ul style="list-style-type: none"> ○ Manitoba Health Standards/Accreditation Canada ○ Reporting and Managing Critical Incidents/CO/O/NM ○ Complaint Management ○ Protection for Employees: It's Safe to Tell
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Facility Orientation

<ul style="list-style-type: none"> ▪ General Information ▪ Bill of Rights ▪ Safe Feeding: For ALL staff that help with Meals 	<ul style="list-style-type: none"> ▪ Occupational health ▪ Infection Prevention and Control ▪ Emergency Codes 	<ul style="list-style-type: none"> ▪ PPCO ▪ Restraints ▪ Pressure Injury Prevention ▪ Customer Service 	<ul style="list-style-type: none"> ▪ Designated Bilingual Site (if applicable) ▪ SCHIPP ▪ Occurrence Reports
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Regional Clinical Orientation

<ul style="list-style-type: none"> ▪ Infection, Prevention and Control <ul style="list-style-type: none"> ○ Utilizing the transmission tables, Management of blood and body fluid exposure, Critical Assessment skills to determine type of additional precautions, Outbreak management, ARO protocols and C. diff, Antibiotic Stewardship ▪ Communication <ul style="list-style-type: none"> ○ SBAR – Staff Communication at Transition, Management of Critical Test Results, Telephone Consultation, Telephone or Verbal Orders Communication, Interfacility Transfer ▪ Pharmacy Related <ul style="list-style-type: none"> ○ Medication Reconciliation/VTE, Do Not Use Abbreviations, High Alert Medications/ Double Check, IV Monographs/Formulary, Medication Auto Substitution, Antibiotic Stewardship ▪ Policy Related Topics <ul style="list-style-type: none"> ○ Restraints Policy, Falls Management, Consent for Treatment, Advanced Care Planning, Latex Policy, MAID ▪ Regional Palliative Care Program ▪ Subcutaneous Insertion, Removal, Medication/Fluid admin ▪ Sepsis ▪ Skin and Wound Management ▪ Pressure Injury Prevention, Skin Tear, Skin and Wound Care Products 	<ul style="list-style-type: none"> ▪ Transfusion Medicine ▪ Respiratory Therapy <ul style="list-style-type: none"> ○ Equipment Review ▪ Management of Chest Tubes ▪ Guidelines/Care Maps <ul style="list-style-type: none"> ○ Pediatric Sepsis/Shock, Febrile Neutropenia Management, Stroke Strategy, ACS and AMI, Alcohol Withdrawal ▪ Fluid Balance Record ▪ Lab Topics <ul style="list-style-type: none"> ○ Accessing DSM information, Collection ▪ Infusion Therapy <ul style="list-style-type: none"> ○ IV catheters and IV supplies, Infusion Pumps ▪ CVAD ▪ Regional Mental Health Services ▪ Code Blue/Code 25
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