

**Nurse Orientation, Facility:**

Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hire Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Deadline to hand in package (14 days from hire date): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructions: It will be your responsibility to maintain and complete this checklist. During orientation, keep this document in a safe place at your worksite. When ALL sections are completed and signed, this acknowledges you, the** **orientee, have reviewed all items applicable to your program or site. Upon completion, submit this checklist to your site manager to be added to your employee file.**

**Comments may be added in the comment section to identify additional learning needs or questions, and a response can be provided when this document is submitted. If there are any unmet learning needs, please forward a COPY to the facility’s educator.**

**Complete all required online education and review topics below with Orientation Partners/designates or manager or educator.**

Do you have an existing LMS account? Yes No If not, you will have to create one using your Southern Health-Santé Sud (SHSS) email address. Please contact your manager if you do not have an email address.

Have you been a student in SHSS before? Yes No If yes, please list and provide information about previous education taken in SHSS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Tour: To be provided by Manager/CRN/Orientation partner**

|  |
| --- |
|  **General Tour** |
| * Administration offices – HR, payroll, staffing
* Visitation hours
* Staff areas – restrooms, lockers, break room, mailbox
* Safety, be aware of item locations in your specific work area *–* WHMIS, SDS, spill kits, master key, task sheets, fire box, fire extinguisher, pull stations, annunciator panels, eye wash stations
* Bulletin boards – Workplace Health and Safety, education, staffing, unions
 | * Morgue, access to morgue
* Parking – staff and visitor
* Cafeteria
* Conference rooms
* Classrooms – education, self-learns
* Family rooms
* Spiritual services
 |
|  **Site Specific** |
| * *Site Specific, to be edited by site/unit. Suggestions to include: Palliative care areas, dialysis, cancer care, obs, ambulatory care, OR, room clearance time*
 |  |
|  **Unit Specific** |
| * *Unit Specific to be edited by site/unit. Suggestions to include: emergency equipment (AED, crash carts, peds, airway, backboards), self-learn, blanket warmer, Service and storage rooms, kitchen-ward stock, housekeeping, dietary, laundry, unit specific equipment (obstetrical, ED equipment, cardiac monitors/telemetry, etc)*
 |  |
| Date Completed: \_\_\_\_\_\_\_\_\_\_\_ Employee Initials: \_\_\_\_\_ Tour provider initials: \_\_\_\_\_ Comments: |

1. **Computer Access** (boxes in black indicate items that are not required at your site)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employee Initial | Topic | Date | Comments  | Site to indicate if not applicable |
|   | Computer Login |  |  |  |
|  | HPS (Healthcare Providers’ Site) * Staff Learning Resources
* Staff Education Events
* Policies, Forms and Guidelines
* Human Resources
* Programs and Services
 |  |  |  |
|  | QSS (Quadrant Self Service) |  |  |  |
|  | LMS (Learning Management System) |  |  |  |
|  | Southern Health e-mail (Outlook) |  |  |  |
|  | Location of Elsevier – QR code or HPS |  |  |  |
|  | Location of Transfusion Manitoba (Acute Care) – HPS |  |  |  |
|  | Location of CPS (Compendium of Pharmaceuticals and Specialties) – HPS |  |  |  |
|  | Southern Health-Santé Sud dashboard – Kidney Health, e-chart etc.  |  |  |  |
|  | Shared Health Dashboard – High alert medications tab |  |  |  |
|  | How to fill out HIPPOs (maintenance requests) |  |  |  |
|  | Electronic Patient Record (EPR) access |  |  |  |

1. **General:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employee Initial | Topic | Date | Comments | N/A |
|  | ID cards, swipe access |  |  |  |
|  | Wander guard, bed exit alarms |  |  |  |
|  | Review site specific routine and responsibilities* Day/Evening/Night duties and routines
* Daily/Weekly/Monthly duties
* Role responsibilities
 |  |  |  |
|  | Staffing* Shift sign-in
* Calling in sick
* Replacing sick calls
* Additional shift sign-ups
* Shift exchange request form
* Request for Leave
* Overtime
* Heavy Workload
* Shift schedule
 |  |  |  |
|  | Oral Hygiene Policy Review (LTC)[Oral-Hygiene-Policy-CLI-4110-PL-018.pdf (southernhealth.ca)](https://www.southernhealth.ca/assets/documents-library/05f6a7afa4/Oral-Hygiene-Policy-CLI-4110-PL-018.pdf) Inserting image... |  |  |  |
|  | Relaxed Breakfast (LTC) |  |  |  |
|  | What Matters to You [What Matters to You? » Southern Health-Santé Sud](https://www.southernhealth.ca/en/staff-resources/what-matters-to-you/)  |  |  |  |

1. **Communication**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employee Initial | Topic | Date | Comments | N/A |
|  | Shift Report |  |  |  |
|  | Telephone system* Overhead paging
* Extension list
* Frequently used numbers
* Radios/Pagers
 |  |  |  |
|  | After Hours Contacts* Admin on-call
* Physician on-call
* Lab and Diagnostics
* Additional departments (OR, pharmacy, maintenance, activities, etc.)
 |  |  |  |
|  | Interfacility Transfers* Booking a transfer (MTCC – Medical Transportation Coordination Centre)
* Transfer packages
 |  |  |  |
|  | Referrals* Examples: OT/PT/SLP, Home Care, Dietician, Palliative, Wound Care, Mental Health, Hairdresser (LTC)
 |  |  |  |
|  | SBARs (Situation-Background-Assessment-Recommendation) |  |  |  |
|  | Meeting Minutes |  |  |  |
|  | Communication Binders/electronic forums |  |  |  |
|  | Whiteboards  |  |  |  |

1. **Documentation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employee Initial | Topic | Date | Comments | N/A |
|  | Location of forms:* Standard orders, care maps, BPMH, consents, waivers, frequent monitoring record, IPNs, chart forms, triage package etc.
 |  |  |  |
|  |  Care Plans (acute) |  |  |  |
|  | Integrated Care Plan (LTC) |  |  |  |
|  | Protection for Persons in Care – Mandatory Reporting[Protection for Persons in Care (gov.mb.ca)](https://www.gov.mb.ca/health/protection/index.html)  |  |  |  |
|  | Resident/Patient Falls – Process and documentation |  |  |  |
|  | Patient/Resident Chart – review chart order and contents |  |  |  |
|  | Teaching Sheets |  |  |  |
|  | Old charts – accessing, returning |  |  |  |
|  | Admission package |  |  |  |
|  | Department specific pre-made packages  |  |  |  |
|  | Fluid Balance Record (acute) |  |  |  |
|  | Lab and Diagnostics Requisitions  |  |  |  |
|  | SADR/MDI – Mandatory reporting of serious adverse reactions and medical device incidents Self Learn: [Mandatory Reporting SADR/MDI – Education Southern Health-Santé Sud](https://forms.office.com/pages/responsepage.aspx?id=UmsbEbOCP0uzFBsYWEDdKr6JXrDoFRRHvz9MOtPywLxUMlJCTTkxV1FYUlE5NUhJS1dOQlhWSFJSNy4u) |  |  |  |
|  | Discharge Process |  |  |  |

1. **Medication**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employee Initial | Topic | Date | Comments | N/A |
|  | Medication Administration Records |  |  |  |
|  | Narcotic count |  |  |  |
|  | High Alert Medications |  |  |  |
|  | Monographs |  |  |  |
|  | Compatibility Chart (acute) |  |  |  |
|  | Pharmacy* How to access medication after hours
* MediSystem (LTC)
 |  |  |  |
|  | Medications fridge |  |  |  |
|  | Vaccine fridge |  |  |  |
|  | Disposal of medications |  |  |  |
|  | Medication storage* Carts, Pyxis, ward stock
* Intravenous medications (acute)
* Home medication (acute)
 |  |  |  |

1. **Equipment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employee Initial | Topic | Date | Comments | N/A |
|  | Glucometer and docking stationsPlease complete Blood Glucose Monitor-StatStrip (Nova) course on the LMS (link to the LMS, please log in, register and launch the course) |  |  |  |
|  | B. Braun IV pumps (acute)Please complete B.Braun Infusomat Infusion Pump Course on the LMS if not already completed. (link to the LMS, please log in, register and launch the course.) |  |  |  |
|  | IV supplies (ie. Autoguard or Nexiva), different IV fluids, tubing options (acute) |  |  |  |
|  | CVAD supplies |  |  |  |
|  | Suction supplies |  |  |  |
|  | Oxygen supplies |  |  |  |
|  | Bladder scanner  |  |  |  |
|  | OT/PT equipment (wheelchairs, walkers, etc.), SCHIPP equipment |  |  |  |
|  | Portable Vital Signs machine |  |  |  |
|  | Scale |  |  |  |
|  | Wound care supplies |  |  |  |
|  | Call bell system |  |   |  |
|  | Restraints  |  |  |  |
|  | Enteral feeding pumps and supplies |  |  |  |
|  | PCA (patient-controlled analgesic) pumps and supplies (acute) |  |  |  |
|  | Dirty Utility Room and contents |  |  |  |
|  | Clean Utility Room and contents |  |  |  |

1. **Infection Prevention and Control (IPC)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employee Initial | Topic | Date | Comments | N/A |
|  | Infection control manual (binder) |  |  |  |
|  | Isolation carts and signage |  |  |  |
|  | Aerosol Generating Medical Procedures (AGMP’s)[Provincial Guidance for AGMPs (sharedhealthmb.ca)](https://sharedhealthmb.ca/files/aerosol-generating-medical-procedures-AGMPs.pdf)  |  |  |  |
|  | Post-Exposure Prophylaxis (PEP) |  |  |  |
|  | 4 Moments of Hand Hygiene |  |  |  |
|  | Terminal clean procedures |  |  |  |
|  | Admission Screening of Antibiotic Resistant Organisms (AROs) reporting and swabbing  |  |  |  |
|  | Healthcare Associated Infections (HAI) Surveillance Form and Surgical Site Infection Report Form  |  |   |  |
|  | PPE equipment location |  |  |  |
|  | N95 FIT Testing |  |  |  |
|  | **Donn and Doff PPE Return Demonstration: complete with orientation partner**Personal Protective Clothing: Putting it on Taking it off posters for quick referencePutting it ON: Taking it OFF: [covid-19-donning-ppe-poster.pdf (sharedhealthmb.ca)](https://sharedhealthmb.ca/files/covid-19-donning-ppe-poster.pdf)[covid-19-doffing-ppe-poster.pdf (sharedhealthmb.ca)](https://sharedhealthmb.ca/files/covid-19-doffing-ppe-poster.pdf) |  | * box return demo required
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|  | IPC resources Shared Health - [Infection Prevention & Control - Shared Health - Health Providers (sharedhealthmb.ca)](https://healthproviders.sharedhealthmb.ca/services/ipc/#outbreaks) |  |  |  |

1. **Additional Items: Site and Unit Specific**

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| Employee Initial | Topic | Date | Comments | N/A |
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There have been many complements of nursing staff throughout SHSS recently. This is a brief outline of what their roles are in SHSS facilities.

**Manitoba Travel Nursing** nurses are employed by Shared Health and are assigned full time, part time and casual EFT’s based on the position they hold. Manitoba Travel Nurses are assigned to a site for 6 week periods. They will be scheduled into vacant shifts at their assigned site for the duration of those 6 weeks. They complete orientation and are granted an orientation period at their sites. Staff may be asked to orientate a Manitoba Travel Nurse. The Manitoba Nurse’s Union (MNU) represents the Manitoba Travel Nurses in the MNU contract. Resources for more information: [Manitoba Travel Nursing (healthcareersmanitoba.ca)](https://healthcareersmanitoba.ca/professions/nurses/provincial-nursing-float-pool/), [MNU Collective Agreement](https://www.manitobanurses.ca/uploads/documents/SHREO-2017-2024-FINAL.pdf).

**Undergraduate Nurse Employee (UNE)** - The UNE position provides an opportunity for the nursing students to consolidate the knowledge and skills acquired in their nursing education program. The UNE is an unregulated member of the collaborative health care team who provides patient centered care under the supervision of the RN. UNEs may be assigned a schedule of shifts including days, evenings and weekends, but cannot work independently or over the night shift. If you are paired with a UNE and have questions, please contact your manager or educator. Resources for more information: [Undergraduate-Nurse-Employee.pdf (southernhealth.ca)](https://www.southernhealth.ca/assets/HPS-HR/Position-Descriptions/MNU/90ae8be8f3/Undergraduate-Nurse-Employee.pdf) [MNU Collective Agreement](https://www.manitobanurses.ca/uploads/documents/SHREO-2017-2024-FINAL.pdf).

**Philippines Recruitment Initiative** - in 2023 there was an initiative to recruit nurses to communities in SHSS. There is an orientation plan for these new staff members (RNs, LPNs and HCAs), who are continuing to make their way to Canada. Staff may be asked to assist in orientation or mentorship, or complete to documentation. Resources or more information: [Province of Manitoba | News Releases | Manitoba Government Advancing Recruitment of Internationally Educated Nurses](https://news.gov.mb.ca/news/?archive=&item=57798)

**Agency Nurses:** Agency Nurses employed by outside agencies are occasionally used to fill vacant shifts when they are not filled by site staff, casual, or PFP nurses. It is recommended that agency nurses present for orientation to a new site one hour prior to their shift. As a staff member on the unit, you may be asked to provide them with orientation resources. Please contact your site educator or manager if you have questions.

**Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Orientation Partner:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Orientation Partner:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Orientation Partner:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Manager Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Site Educator for additional learning needs if required**

To make your orientation seamless and successful:

**Additional Education not included in “Welcome Letter” to be scheduled by Site Manager/Schedular/Educator:**

* Accreditation and Standards Annual Education Package – Self-Learn Package, located on HPS, site, or from educator
* BLS Required for all nurses, to be renewed annually

DATE & Location of scheduled BLS course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Safe Feeding and Swallowing Program (TORBSST, TTMD-R, Safe Feeding), dates and registration available on the HPS, required prior to any swallowing screening

**Position Specific Certification Courses:**

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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