



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: _____

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

General Tour	
<ul style="list-style-type: none"> <input type="checkbox"/> Administration offices – HR, payroll, staffing <input type="checkbox"/> Visitation hours <input type="checkbox"/> Staff areas – <u>restrooms</u>, lockers, break room, mailbox <input type="checkbox"/> Safety, <u>be aware of item locations in your specific work area</u> – WHMIS, SDS, spill kits, master key, task sheets, fire box, fire extinguisher, pull stations, annunciator panels, eye wash stations <input type="checkbox"/> Bulletin boards – Workplace Health and Safety, education, staffing, unions 	<ul style="list-style-type: none"> <input type="checkbox"/> Morgue, access to morgue <input type="checkbox"/> Parking – staff and visitor <input type="checkbox"/> Cafeteria <input type="checkbox"/> Conference rooms <input type="checkbox"/> Classrooms – education, self-learns <input type="checkbox"/> Family rooms <input type="checkbox"/> Spiritual services



Site Specific	
<input type="checkbox"/> <i>Site Specific, to be edited by site/unit. Suggestions to include: Palliative care areas, dialysis, cancer care, obs, ambulatory care, OR, room clearance time</i> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Unit Specific	
<input type="checkbox"/> <i>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)</i> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Date Completed: _____ Employee Initials: _____ Tour provider initials: _____ Comments: _____	

B. 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			
	StaffNet <ul style="list-style-type: none"> • 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 StaffNet			
	Location of Transfusion Manitoba (Acute Care) StaffNet			
	Location of CPS (Compendium of Pharmaceuticals and Specialties) StaffNet			
	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			

C. General:


Employee Initial	Topic	Date	Comments	N/A
	ID cards, swipe access			
	Wander guard, bed exit alarms			
	Review site specific routine and responsibilities <ul style="list-style-type: none"> • Day/Evening/Night duties and routines • Daily/Weekly/Monthly duties • Role responsibilities 			
	Staffing <ul style="list-style-type: none"> • 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.pdf			
	Relaxed Breakfast (LTC)			
	What Matters to You What Matters to You? CARE - SH-SS StaffNET 			


D. Communication

Employee Initial	Topic	Date	Comments	N/A
	Shift Report			
	Telephone system <ul style="list-style-type: none"> • Overhead paging • Extension list • Frequently used numbers • Radios/Pagers 			
	After Hours Contacts <ul style="list-style-type: none"> • Admin on-call 			

	<ul style="list-style-type: none"> • Physician on-call • Lab and Diagnostics • Additional departments (OR, pharmacy, maintenance, activities, etc.) 			
	Interfacility Transfers <ul style="list-style-type: none"> • Booking a transfer (VECTRS) • Transfer packages 			
	Referrals <ul style="list-style-type: none"> • 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			

E. Documentation



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. 			
	Care Plans (acute)			
	Integrated Care Plan (LTC)			
	Protection for Persons in Care – Mandatory Reporting Protection for Persons in Care (gov.mb.ca) 			
	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-AEFI				
	Discharge Process				

F. Medication


Employee Initial	Topic	Date	Comments	N/A
	Medication Administration Records			
	Narcotic count			
	High Alert Medications			
	Monographs			
	Compatibility Chart (acute)			
	Pharmacy <ul style="list-style-type: none"> • How to access medication after hours • MediSystem (LTC) 			
	Medications fridge			
	Vaccine fridge			
	Disposal of medications			
	Medication storage <ul style="list-style-type: none"> • Carts, Pyxis, ward stock • Intravenous medications (acute) • Home medication (acute) 			

G. Equipment

Employee Initial	Topic	Date	Comments	N/A
	Glucometer and docking stations Please 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)			
	Central Venous Access Devices (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			

H. 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)			
	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 reference Putting it ON: Taking it OFF:		<input type="checkbox"/> ✓ box return demo required	

