

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 <u>ALL</u> 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 \Box No \Box 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:

General Tour	
 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

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

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:	

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

Employee Initial	Торіс	Date	Comments	Site to indicate if not applicable
	Computer Login			
	StaffNet			
	 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	Торіс	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.pdf			
	Relaxed Breakfast (LTC)			
	What Matters to YouWhat Matters to You?CARE - SH-SS StaffNETImage: Control of the state of			

D. Communication

Employee Initial	Торіс	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 (VECTRS) 	
 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	

E. Documentation

Employee	Торіс	Date	Comments	N/A
Initial	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) 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 <u>Reporting-SADR-MDI-</u> <u>AEFI</u>		
Discharge Process		

F. Medication

Employee Initial	Торіс	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) 			

G. Equipment

Employee Initial	Торіс	Date	Comments	N/A
	Glucometer and docking stations Please complete <u>Blood Glucose</u> <u>Monitor-StatStrip (Nova)</u> <u>course</u> on the LMS (link to the LMS, please log in, register and launch the course)			
	B. Braun IV pumps (acute) Please complete <u>B.Braun Infusomat</u> <u>Infusion Pump Course</u> 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	Торіс	Date	Comments	N/A
Initial				
	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		✓ box return demo	
	Demonstration: complete with		required	
	orientation partner			
	Personal Protective Clothing: Putting it			
	on Taking it off posters for quick			
	reference			
	Putting it ON: Taking it OFF:			

<u>covid-19-donning-ppe-poster.pdf</u> (sharedhealthmb.ca) <u>covid-19-doffing-ppe-poster.pdf</u> (sharedhealthmb.ca)	
IPC resources Shared Health - <u>Infection</u> Prevention & Control - <u>Shared Health - Health</u> Providers (sharedhealthmb.ca)	

I. Additional Items: Site and Unit Specific

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Employee	Topic	Date	Comments	N/A
Initial				

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), MNU Collective Agreement.

<u>Undergraduate Nurse Employee (UNE)</u> - 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 <u>under the supervision of the RN</u>. 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: <u>Undergraduate-Nurse-Employee.pdf (southernhealth.ca) MNU Collective Agreement</u>.

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

<u>Agency Nurses</u>: 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: