

# Southern Health-Santé Sud Current Employee and/or Previous Student Student Required Learning Modules and Pre-Requisites



Please review all of the below information and initial after each section has been accessed and is complete. When you have completed this checklist and gathered all required documentation as described below press the submit button to email your checklist, attaching all required documents, to Student Placement. If some items will be sent separately please clearly indicate same in the comments section. Any questions or requests for clarification can be directed to the Receiving Coordinators (contact information at the end of page 2).

Student Name:
School/Program:
Placement ID (if known):
Manager:
Site:

	Tasks:	Initial
1.	I agree to have student ID available to carry on my person at all times during practicum shifts.	
2.	<p>Security Checks</p> <p>Previous Student:</p> <ul style="list-style-type: none"> <li>If you supplied your Criminal Record Check and Adult &amp; Child Abuse Registry Checks for your previous placement they are not required again. If you did not they must be provided when you submit this checklist.</li> </ul> <p>Current Employee:</p> <ul style="list-style-type: none"> <li>If the security checks on your personnel file are less than 1 year old as of the start date of your practicum you do not need to apply for them again. In this situation ask your manager to fill out the final page of this checklist to attach when you email this completed checklist.</li> <li>If the security checks on your personnel file are more than 1 year old you must apply for updated checks and attach them when you email this completed checklist. Criminal Record Checks can be obtained from the your local RCMP detachment or, if there is a local police force, by following their process. Abuse Registry Checks can be applied for <a href="#">online</a>.</li> </ul>	
3.	<p>Personal Health Information Act (PHIA)</p> <ul style="list-style-type: none"> <li>Watch this <a href="#">PHIA Video</a> (24 minutes)</li> </ul> <p>Previous Student:</p> <ul style="list-style-type: none"> <li>If you provided both the <a href="#">SH-SS Declaration of Confidentiality</a> and evidence of completion of the PHIA for Healthcare Course on the LMS you do not need to submit them again. If you need to take the PHIA for Healthcare course on the LMS please see instructions below.</li> </ul> <p>Current Employee:</p> <ul style="list-style-type: none"> <li>You must complete the <a href="#">SH-SS Declaration of Confidentiality</a> and submit with this checklist in your present capacity as a student.</li> <li>Provide evidence that you have completed the Learning Management System PHIA for Healthcare course. If you have taken this course as an employee or as a part of your education log into LMS, go to Learning History and get the certificate for the course. <i>Note: This course must be completed in one sitting (20 min.)</i></li> </ul> <p>If you do not already have an LMS account instructions for guest access are below:</p> <ul style="list-style-type: none"> <li>Go the <a href="#">LMS login</a> page <i>Note: pop-up blockers must be turned off</i></li> <li>Log in with these credentials: Username: casual.employee Password: password123</li> <li>Select the “Learning History” tab</li> <li>Click the Launch button next to PHIA for Health Care – Manual Pledge</li> <li>Take an image of the final page titled “The End” and submit it with this checklist.</li> </ul>	



4.	Infection Prevention and Control <ul style="list-style-type: none"> <li>Review the <a href="#">Personal Protective Equipment: Shared Health</a> website.</li> </ul>	
5.	Respiratory Virus Information Reviewed each link below and retained the links for review should the need arise. <ul style="list-style-type: none"> <li><a href="#">Return to Work for Health-Care Workers</a></li> </ul> <b>Notify your School Designate and Unit Contact/Preceptor if you are ill and unable to work.</b>	

**Students Providing Direct Care to Clients, Patients, or Residents**

6.	Please complete the below. While we may already have this information on file, this checklist is provided at the start of your practicum to the site so that they have all pertinent information readily available to them. My N95 fit test Make: _____ Model: _____ Size: _____ My N95 fit test date: _____ Tester Name as shown on card: _____ *It is your responsibility to have your N95 card on your person during all practicum hours.
7.	Safe Client Handling and Injury Prevention Program (SCHIPP) is required for all HCA and Nursing students. If this training has not been received in your classroom, as a previous student, or as an employee, you may attend an individual session either prior to, or at the start of, your practicum. <ul style="list-style-type: none"> <li>Have you previously attended SCHIPP training, or has a session been scheduled, run by Southern Health-Santé Sud, at your school?  Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, date and location: _____</li> </ul> The SCHIPP Module 1 <a href="#">video</a> (23 minutes) should be reviewed <u>prior to</u> the date of classroom training.

**Senior Nursing Practicum Students only**

8.	Regional Clinical Orientation (RCO) is a two-day orientation presented at our three regional centres: Bethesda Regional Health Centre, Boundary Trails Health Centre, and Portage District General Hospital. RCO is required for all new nurse hires within our SDO, and senior nursing students are <i>strongly encouraged</i> to attend. RCO helps prepare nursing students for their roles as part of the Southern Health-Santé Sud team. Unless you indicate that you have previously attended RCO it will be included in your Senior Practicum Schedule. <ul style="list-style-type: none"> <li>Have you previously attended Regional Clinical Orientation (ie: as a UNE)?  Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, date and location of session: _____</li> </ul>
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Attached to the email to Student Placement along with this completed checklist:

- Southern Health-Santé Sud PHIA Declaration
- Evidence of completion of LMS PHIA for Healthcare Course
- Policy Reference: [Security Checks for Employment](#)

Comments:

This publication is available in alternate format upon request.

Receiving Coordinators

Student Placement Email <a href="mailto:studentplacement@southernhealth.ca">studentplacement@southernhealth.ca</a>
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## Student-Employee Security Check Confirmation (for use by current Southern Health-Santé Sud Employees Only)

To the Manager of our student-employee:

All students who wish to complete their practicum hours in Southern Health-Santé Sud facilities are required to provide copies of their Criminal Record Check and Adult and Child Abuse Registry Checks to Student Placement prior to their practicum start date. This includes students who are current employees in our SDO.

We acknowledge that these student-employees will have security checks on their personnel files, however we need to ensure that these checks are less than 12 months old as of the start date of their practicum.

Please complete the below and provide back to the student-employee for them to submit to Student Placement along with their other pre-requisites.

Student-Employee's Full Name: \_\_\_\_\_

Facility/Program/Location of employment: \_\_\_\_\_

Please check off all checks are on file and include the date each security check was complete:

- Criminal Record Check with Vulnerable Sectors Check    Date: \_\_\_\_\_
- Adult Abuse Registry Check    Date: \_\_\_\_\_
- Child Abuse Registry Check    Date: \_\_\_\_\_

Manager Full Name: \_\_\_\_\_

Manager Signature (written or electronic): \_\_\_\_\_

If you have any questions or require clarification please connect with one of the two staff listed at the bottom of this form.

Sincerely,

Student Placement  
Staff Development, IP&C

Receiving Coordinators

Student Placement  
Email [studentplacement@southernhealth.ca](mailto:studentplacement@southernhealth.ca)