

## WRHA Orientation Checklist For: Public Health Staff and Nursing Senior Practicum Students

Population and Public Health Orientation Sessions are offered three times a year. Learning is offered in person (virtual MS TEAMS meeting), through self-learning packages available on the Population and Public Health Extranet site and through the Shared Health Learning Management System (LMS).

**The aim of Population Public Health orientation is to provide new staff and senior practicum students with a learning environment that will support them to adjust to their roles. Together with the Clinical Nurse Specialist (CNS), Team Manager (TM) and preceptor, the new staff member/student will:**

- **Utilize resources from the online learning modules and recommended literature to support self-directed learning**
- **Attend in person sessions as available**
- **Be able to locate and be aware of all standards, clinical practice guidelines and competencies to further guide practice**
- **Review and prioritize orientation and learning needs with the Clinical Nurse Specialist as well as the Team Manger.**

Public Health staff and Nursing Senior Practicum Students are responsible for managing their own orientation needs. This tool may serve as a reference in tracking competencies and supporting consistency of practice. After attending a session staff are encouraged to record date completed.

**To register for an in-class session(s):**

**Email:** [WRHA490HargravePHOri@wrha.mb.ca](mailto:WRHA490HargravePHOri@wrha.mb.ca)

**(A list is available on the orientation webpage to make registering for multiple sessions more convenient.)**

**Shared Health Learning Management System (LMS)**

All online learning modules require an LMS account. To register for an account, you must first have a WRHA email address.

Click here to register as NEW USER: <https://manitoba-ehealth.learnflex.net/include/login.asp>

### Legend:

**PHN** - Public Health Nurse

**TM** - Team Manager

**AHCP** – Antenatal Home Care Program PHN

**HSHR** – Healthy Sexuality and Harm Reduction PHN

**PHC** – Public Health Coordinator

**FFHV** – Family First Home Visitor

**CA PHN** - Community Area based PHNs

**PN** – Prenatal Connections PHN

**TB** – Tuberculosis PHN

**PHD** – Public Health Dieticians

**PH CL** – Public Health Clerk

**Student** – Nursing Senior Practicum Student

**LR PHN** - Lead Role PHNs

**TH** – Travel Health PHN

**OW** – Outreach Worker

**CDT** – Communicable Disease Technician

**CDC**- Communicable Disease Coordinator

**ALL** – TMs, PHNs, FFHVs, Students, OWs,  
CDCs, PHC, PH CLs, PHDs and CDTs

| Competency   | Description   | Intended For  | Complete Within | Type            | Renewal             |        |
|--|---|---|-----------------|-----------------|---------------------|--------|
| <b><u>Are you a NEW Employee to the WRHA or WRHA Community</u></b> |   |   |                 |                 |                     |        |
| <b>Regional Orientation</b>  | <b>WRHA Corporate and Community New Employee Orientation “NEO21”</b>  | <p><i>LMS course 1557: <a href="#">Virtual Regional Orientation 1/2 Day</a></i></p> <p>The Winnipeg Regional Health Authority Online Orientation program welcomes staff to the health region by offering resources and support for new staff. The program consists of presentations on staff and patient safety, ethics and equity and others, for a greater understanding of how patients and staff are supported in the health region.</p> <p>NEO21 is an onboarding process that consists of 3 pillars:</p> <ol style="list-style-type: none"> <li>1. <a href="http://tinyurl.com/NEO21WelcometoWRHA">The Welcome Page</a> (http://tinyurl.com/NEO21WelcometoWRHA)</li> <li>2. LMS Course Bundles</li> <li>3. Facilitated In-Person Sessions</li> </ol> <p><b>All newly hired <u>PERMANENT</u> employees to the WRHA are required to attend a corporate general orientation session prior to or within the first six (6) months of their commencement of employment.</b></p> | New Employee    | First Available | <a href="#">LMS</a> |        |
|  | <b><u>NEO Foundational Course Bundle:</u></b><br>(Every employee in the WRHA is required to complete all modules within Foundational Course Bundle) |   |                 |                 |                     |        |
|  | <b>Abuse and Neglect Your Reporting Requirements</b>  | An overview of the important role we all have in protecting individuals from abuse and neglect. Healthcare staff, Physicians, Volunteers, and Students must be aware of some specific situations that trigger Mandatory Reporting obligations under Provincial laws and the steps they are required to take to protect an individual from abuse or neglect. (Use Chrome as your web browser to complete this course.) (45 mins)   | All             | First Week      | <a href="#">LMS</a> |        |
|  | <b>Accessibility for Manitobans – Customer Service</b>  | This is an introductory course on the Accessibility for Manitobans Act (AMA) Customer Service Standard. The course objective is to increase knowledge about this Act, and the obligation to provide services and supports that are accessible and compliant with the Act, with a focus on the provision of accessible customer service. (35 mins)   | All             | First Week      | <a href="#">LMS</a> |        |
|  | <b>Accessible Information and Communication Standard</b>  | Manitoba organizations are required to provide information in ways that are accessible to all Manitobans. This learning module will help you understand and apply the practices and methods for accessible information and communication. (35 mins)   | All             | First Week      | <a href="#">LMS</a> |        |
|  | <b>Fire Safety Code Red</b>   | This course provides an overview of fire safety in a healthcare setting with an emphasis on how to respond to a fire/Code Red. (30 mins)  | All             | First Week      | <a href="#">LMS</a> | Annual |

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|--------------------------------------|--|--|----------------------|---------------------|---------------------|---------|
| <b>Regional Orientation</b>          | <b>Active Shooter Armed Intruder</b>   | The Active Shooter - Armed Intruder education package will provide participants with a simple, easy-to-remember set of guidelines to facilitate survival if faced with this scenario; Run, Hide, Fight. (10 mins)  | All                  | First Week          | <a href="#">LMS</a> |         |
|                                      | <b>Hand Hygiene</b>  | This interactive learning module teaches who, what, where, why, when & how of hand hygiene. (15 mins)  | All                  | First Week          | <a href="#">LMS</a> | 2 years |
|                                      | <b>PHIA for Health Care</b>  | Designed to provide employees with an understanding of The Personal Health Information Act (PHIA) and its related policies. An electronic PHIA pledge of confidentiality will also be completed during the course. <b>You must renew this course and pledge every three years.</b> (20 – 40 Minutes)                                     | All                  | First Week          | <a href="#">LMS</a> | 3 years |
|                                      | <b>Respectful Workplace</b>  | Interactive module to become more familiar with the provincial Respectful Workplace policy and to help you identify what role you play in developing and fostering a respectful workplace. (35 mins)   | All                  | First Week          | <a href="#">LMS</a> |         |
|                                      | <b>Violence Prevention</b>   | <b>Unit 1.</b> Provides an overview of the Provincial Healthcare Violence Prevention Program and an introduction to violence prevention in healthcare. (30 mins)   | All                  | First Week          | <a href="#">LMS</a> |         |
|                                      | <b>Violence Prevention</b>   | <b>Unit 2.</b> Provides an overview of how building relationships can help to lessen and prevent violent incidents. (45 mins)  | All                  | First Week          | <a href="#">LMS</a> |         |
|                                      | <b>Active Offer of French Language Services</b>  | Introduces employees to the French Language Services (FLS) Policy and the Francophone Community Enhancement and Support Act. Discover a wide range of practices to actively offer services in French and learn how the requirements of the Policy and Act apply to all employees in their day-to-day work and interactions. (45-60 mins) | All                  | First Week          | <a href="#">LMS</a> |         |
|                                      | <b>WHMIS</b>   | The Workplace Hazardous Materials Information System (WHMIS) provides information to keep workers safe when working with hazardous materials chemical or biological. (20-30 mins)  | All                  | First Week          | <a href="#">LMS</a> | 3 years |
|                                      | <b><u>NEO Bundles for Nursing/Allied Health/Clinical Support Staff:</u></b>  |  |                      |                     |                     |         |
|                                      | <b>Medication Reconciliation</b>   | Provides an overview of MedRec rationale, processes, and tools. (45 mins)  | All PHNs<br>Students | First Week          | <a href="#">LMS</a> |         |
| <b>Personal Protective Equipment</b> | Provides information on the routine practices related to the use of personal protective equipment. The information contained in this course is relevant in facilities, community, and long-term care settings. (15 mins) | All PHNs<br>Students<br>and<br>OWs/CDTS  | First Week           | <a href="#">LMS</a> | 2 years             |         |
| <b>Point of Care Risk Assessment</b> | Provides information on the routine practices related to the Point of Care Risk Assessment. The information contained in this course is relevant in facilities, community and in long-term care settings. (15 mins)      | All PHNs<br>Students<br>and<br>OWs/CDTS  | First Week           | <a href="#">LMS</a> | 2 years             |         |
| <b>Orders of Committee-ship</b>      | Provides an overview of the key expectations outlined in the WRHA “Committeeship pursuant to the Mental Health Act” policy and similar policies in other regional health authorities in Manitoba. (45 mins)              | All PHNs<br>Students   | First Week           | <a href="#">LMS</a> |                     |         |

| Competency                                      |                                       | Description  | Intended For         | Complete Within | Type                | Renewal |
|---|---------------------------------------|--|----------------------|-----------------|---------------------|---------|
|   | <b>Violence Prevention</b>            | <b>Unit 3.</b> Provides an overview of the WRHA screening and care planning tools and alert system. The target audience for this course is all staff who complete the screening and care planning tools. (20 mins)   | All PHNs<br>Students | First Week      | <a href="#">LMS</a> |         |
|   | <b>Violence Prevention</b>            | <b>Unit 4.</b> Provides an overview of how to manage violent, aggressive, and responsive behaviors. (40 mins)  | All PHNs<br>Students | First Week      | <a href="#">LMS</a> |         |
|   | <b>Violence Prevention</b>            | <b>How the Brain Works.</b> An overview of the relationship between brain function and violence prevention. (15 mins)  | All PHNs<br>Students | First Week      | <a href="#">LMS</a> |         |
|   | <b>Violence Prevention</b>            | <b>Cultural Safety and Trauma Informed Care.</b> An overview of how cultural differences and trauma-informed care relate to violence prevention. (15mins)  | All PHNs<br>Students | First Week      | <a href="#">LMS</a> |         |
|   | <b>Wound Care Education - Level 1</b> | Knowledge, skills, & ability to apply evidence-based interventions in the prevention, assessment & treatment of wounds with your patients, residents, & clients (PRC). This bundle consists of 8 Modules. Each module takes approximately (30 mins)  | All PHNs<br>Students | First Week      | <a href="#">LMS</a> |         |
| <b>Population and Public Health Orientation</b> |                                       |  |                      |                 |                     |         |
|   | <b>Office Orientation</b>             | <ul style="list-style-type: none"> <li>• Building/Forms/Swipe Card/Access to Shared Drives/Extranet</li> <li>• Phone/Office Supplies/Equipment (bag/BP cuffs/curriculum books)</li> </ul>  | All                  | First Week      | Admin               |         |
|   | <b>Staff Responsibilities</b>         | <ul style="list-style-type: none"> <li>• Job description and duties</li> <li>• Workflow/Phone/Calling in sick/Extended absence/Team meetings</li> <li>• Navigating Extranet, HPECD, Shared Drives, Nursing Skills online</li> <li>• Navigating the <a href="#">Healthy Parenting Winnipeg</a> website</li> </ul>   | All                  | First Week      | TM<br>or Preceptor  |         |
|   | <b>Team Overview</b>                  | <ul style="list-style-type: none"> <li>• Team composition</li> <li>• Team standards related to conduct and performance</li> <li>• Working Alone (policies, process, sign-out binder)</li> <li>• Working Alone Safe Visit Plan (co-visits, office visits)</li> <li>• Working Alone Safety Assessment form</li> <li>• RL6 Reporting (purpose, process, how to complete form)</li> <li>• “Working Together” pamphlet</li> <li>• Community Resources</li> <li>• Working Weekends (review Weekends Procedure Manual)</li> </ul> | All                  | First Week      | TM<br>or Preceptor  |         |
|   | <b>PHN Learning Plan</b>              | One-hour meeting to be arranged with team Clinical Nurse Specialist (CNS) for conversation related to the development of individual PHN learning plan. Please have Admin book this meeting using Outlook calendar.   | All PHNs             | First Month     | TM/CNS              |         |

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|---|--|--------------|-----------------|----------------------------|---------|
| <b>Information Security Awareness</b>                           | <u>Clinical</u> - An overview of the security risks and the best practices when working with the patient's personal health information. (10 mins)<br><u>General</u> - For staff with access to regional networks. Overview of the security risks and best practices when working with sensitive information. (10 mins) | All          | First Week      | <a href="#">LMS</a>        |         |
| <b>Routine Practices</b>  | <a href="#">Routine Practice PowerPoint</a> self-learning presentation<br>See <a href="https://professionals.wrha.mb.ca/old/extranet/ipc/routine-practices.php">https://professionals.wrha.mb.ca/old/extranet/ipc/routine-practices.php</a> for further links and resources. (20 mins)                                 | All          | First Week      | <a href="#">PowerPoint</a> | 2 years |
| <b>Managing the Healthcare Environment</b>                      | This 15-minute online course will provide training on how to effectively manage the healthcare environment.  | All          | First Month     | <a href="#">LMS</a>        |         |
| <b>Baby Friendly Initiative (BFI) An Introduction</b>           | Provides an overview of the Baby Friendly Initiative (BFI) in Manitoba which aims to support birthing facilities and community public health offices to gain BFI accreditation. (15 mins)  | All          | First Month     | <a href="#">LMS</a>        | 5 years |
| <b>MIS Stats</b><br>(PPH Management Information System)         | Overview of Public Health's monthly reporting tool. Prior to working independently, all PPH staff providing direct client services are to review the PPH Management Systems PowerPoint presentation, <a href="#">PPH MIS guidelines</a> and the PPH MIS data collection example <a href="#">scenarios</a> .            | All          | First Month     | Online                     |         |
| <b>Harm Reduction</b>   | Provides core concepts and principles of harm reduction with a focus on care relationships in the health care setting. (1 hour)  | All          | 3 Months        | <a href="#">LMS</a>        |         |
| <b>Home Environments Online Learning Module</b>                 | Online learning module provides information for health care providers with home safety concerns including identifying hazards, relevant legislation, and available resources. (30 mins)  | All          | 6 Months        | <a href="#">LMS</a>        |         |
| <b>Introduction to Injury Prevention</b>                        | This course will provide an overview of basic theory and practical tools in injury prevention. (60 mins)   | All          | 6 Months        | <a href="#">LMS</a>        |         |
| <b>Suicide Assessment, Intervention &amp; Monitoring (SAIM)</b> | Foundational suicide risk assessment information. (30 mins)  | All          | 6 Months        | <a href="#">LMS</a>        |         |
| <b>RL6 Reporting</b>  | This session will provide staff with the knowledge of what RL is and why is it important in quality improvement. It will also provide steps on how to navigate in the RL program to report an occurrence. <a href="#">RL6 Support - WRHA Professionals</a>   | All          | First Available | In Class                   |         |
| <b>Introduction to Population and Public Health</b>             | Introduction to WRHA PPH <a href="#">Conceptual Framework</a> , <a href="#">Strategic Priorities</a> and <a href="#">Services areas</a> .  | All          | First Available | In Class                   |         |

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|--|---|-----------------------------|-----------------|---------------------------------|---------|
| <b>General Documentation</b>   | Overview of the WRHA policies and guidelines specific to documentation, safety and storage of personal health information, texting and emailing. CRNM Practice Standards, CNPS etc.   | All                         | First Available | In Class                        |         |
| <b>Health Equity Promotion</b>   | Participate in a discussion about Health Equity. Concepts, Data, Organizational Commitments, and Tools for Practice. <a href="#">Health Equity</a>  | All                         | First Available | In Class                        |         |
| <b>Manitoba Indigenous Cultural Safety Training (MICST)</b>                      | Facilitated and self-paced, the MICST program will increase your knowledge of Indigenous people in Canada, enhance self-awareness and strengthen the skills you need to work more respectfully and effectively with Indigenous people. This online training is over an eight-week period.   | All                         | Per TM          | Workshop<br><a href="#">LMS</a> |         |
| <a href="#">Indigenous Cultural Awareness (ICAW) Workshop</a>                    | It introduces cultural safety and highlights historical and contemporary issues affecting health outcomes of Indigenous people. This workshop explores the teachings of two-eyed seeing, the diversity and resilience of Indigenous peoples and the impacts of racism and microaggression. Participants will engage in interactive tasks to explore and discuss bias and privilege as well as ways to build relationships with Indigenous clients/patients. | All                         | Per TM          | Workshop<br><a href="#">LMS</a> |         |
| <b>ASIST 11 (Applied Suicide Intervention Skills Training)</b>                   | The ASIST 11 workshop is a 2-day certified program which provides caregivers with practical information on how to prevent the immediate risk of suicide by applying a Suicide Intervention Model, (PAL). The workshop is an interactive program which includes teaching, video presentations and skill practice. There is a fee to attend this session – requires TM approval.  | All PHNs                    | Per TM          | Workshop<br><a href="#">LMS</a> |         |
| <b>Introduction to Nursing Roles in Population and Public Health</b>             | Nursing roles within Population and Public Health (PPH), an overview of the <a href="#">WRHA PHN Professional Practice Model (PPM)</a> , an introduction to different PPH teams in which nurses work, and a short walk through the centralized PHN service sites.   | All PHNs                    | First Available | In Class                        |         |
| <b>Community Development</b>   | The purpose of community development is to continually improve the health and wellbeing of the population we serve by engaging in a broad range of strategies including organizational capacity building, intersectoral networking and local area development. <a href="#">Winnipeg Regional Health Authority Community Development Framework</a> ; <a href="#">Practice Guideline for WRHA Public Health Nurses Working in Community Development</a>       | All PHNs                    | First Available | In Class                        |         |
| <b>Practice Councils</b>   | Gain awareness of Practice Council (PC) work. How to submit issue papers and navigate the shared R drive to access PC information.  | All PHNs and FFHVs          | 6 Months        | Council Rep                     |         |
| <b>HPECD Provincial Public Health Nursing Standards for Public Health Nurses</b> | An introduction/overview of the Provincial Public Health Nursing Standards consisting of 4 online modules 45-60 minutes in length.<br>Complete the following modules in numerical order:<br>Module 1: Introduction to the Provincial Public Health Nursing Standards<br>Module 2: Prenatal Public Health Nursing Practice Standards<br>Module 3: Postpartum/Newborn Public Health Nursing Practice Standards<br>Module 4: Documentation                     | CA PHNs/<br>Students/<br>TM | First Month     | <a href="#">LMS</a>             |         |

| Competency   | Description  | Intended For               | Complete Within | Type                   | Renewal |
|--|--|----------------------------|-----------------|------------------------|---------|
| <b>Population and Public Health HPECD Service Delivery and PHN Professional Practice Model</b> | In office reading of the PHN Professional Practice Model; Provincial Public Health Nursing Standards: Prenatal, Postpartum and Early Childhood; Supplement document; Newborn Nursing Care Pathway; Postpartum Nursing Care Pathway and Public Health Nursing Prenatal Practice: Evidence Informed Care Pathway.  | CA PHNS/ Students          | First Month     | <a href="#">Online</a> |         |
| <b>Infant Style-Sling Scales</b>   | In office reading of the guideline for use of the Infant Style-Sling Scales. R:\HPECD PROGRAM RESOURCES\Orientation\PDF copies of Learning Modules   | CA PHNs/ PN/Students       | First Month     | In Office              |         |
| <b>WHO Growth Charts</b>   | Review the Shared Health document titled “ <i>QRG WHOGrowthCharts</i> ” located on the R:\HPECD PROGRAM RESOURCES\Orientation\PDF copies of Learning Modules   | CA PHNs Students           | First Available | In Office              |         |
| <b>Postpartum Assessment</b>   | A review of postpartum physiology designed to enhance competence with postpartum assessment in public health nursing practice as well as the recognition of normal / normal variations / variances that may require further assessment as outlined in the <a href="#">Public Health Nursing: Postpartum Nursing Care Pathway 2019 (gov.mb.ca)</a>  | CA PHNs/ PN/Students       | First Available | In Class               |         |
| <b>Newborn Assessment</b>  | A review of newborn physiology designed to enhance competence with newborn assessment in public health nursing practice as well as the recognition of normal / normal variations / variances that may require further assessment as outlined in the <a href="#">Newborn Nursing Care Pathway.pdf (gov.mb.ca)</a>   | CA PHNs/ PN/Students       | First Available | In Class               |         |
| <b>Prenatal, Postpartum and Newborn Care Pathways</b>  | Introduction to Prenatal, Postpartum and newborn care pathways and assessment forms. The presentation will provide background and information on how to use the pathways to complete the assessment forms. Pathways and assessment forms are available online at: <a href="#">Provincial Public Health Nursing Standards   Health   Province of Manitoba (gov.mb.ca)</a>   | CA PHNs/ PN/Students       | First Available | In Class               |         |
| <b>Prenatal Services</b>   | Overview of prenatal health, referrals, services, and resources  | CA PHNs/ ANHP/PN/ Students | First Available | In Class               |         |
| <b>Perinatal Mental Health</b>   | Overview of literature, family & cultural perspectives on perinatal mental health, resources and referrals to Mental Health services.<br><b>In office readings of the <a href="#">Perinatal Mental Health Service Delivery Standards and Clinical Practice Guidelines</a>, <a href="#">Perinatal Mental Health Toolkit</a>, <a href="#">Quick Reference</a> and to view the video “<a href="#">Life with a New Baby</a>”.</b><br><b>To be completed prior to attending session</b> | CA PHNs/ ANHP/PN/ Students | First Available | In Class               |         |

| Competency   | Description   | Intended For                  | Complete Within      | Type                | Renewal |
|--|---|-------------------------------|----------------------|---------------------|---------|
| <b>Home Phototherapy and Metabolic Screening</b>                         | Overview of <a href="#">clinical practice guideline</a> on home phototherapy and metabolic screening and the role of the PHN in completing these referrals.<br><br>Review video “ <a href="#">Management of Hyperbilirubinemia &amp; Newborn Metabolic Screening</a> ” prior to attending Home Phototherapy and Metabolic Screening orientation session.  | CA PHNs                       | First Available      | In Class            |         |
| <b>Weekend Services</b>  | Following successful completion of new hire probation, seek TM assistance to arrange to a minimum 1-day shadow shift on a weekend with an experienced PHN. All PHNs should review PP weekend procedure manual, home photo CPG, and administration of post exposure rabies prophylaxis prior to working a weekend.   | CA PHNs                       | After First 6 months | Online              |         |
| <b>Douglas College Breastfeeding Course for Health Care Providers</b>    | The Douglas College Breastfeeding Course for Health Care Providers is a flexible, 4-month, online course which includes both asynchronous learning and live sessions lead by an experienced IBCLC. It provides comprehensive, evidence-based information in breastfeeding/chest feeding/human milk feeding counselling and lactation theory. It includes discussion forums, assignments and a final exam. | CA PHNs                       | Per TM               | TM to Register      |         |
| <b>Step 2 Breastfeeding Essentials</b>                                   | Step 2 is an online asynchronous course with a curriculum based on the 7 competency domains of the Baby-friendly Hospital Initiative® (BFHI). The course is 22 hours of online class time and 4 hours of observation/skill building. Once registered, staff will have 60 days to complete the online course component.  | CA PHNs<br>Students           | First Available      | Online              |         |
| <b>HPECD Database training (Momentum)</b>                                | The HPECD <a href="#">Healthy Parent Early Childhood Development Database Training</a> video reviews data entry for HPECD services into the database. All staff providing HPECD service are required to complete this training prior to working independently with families. (30 mins)  | CA PHNS/<br>FFHV/<br>Students | First Month          | Online              |         |
| <b>Tummy Time and Plagiocephaly</b>                                      | In office review of <a href="#">Tummy Time and Plagiocephaly</a> .  | CA PHNS/<br>FFHV/<br>Students | 3 Months             | Online              |         |
| <b>Safe Sleep for Infants: Introductory Module for Community Setting</b> | This course provides information about risk factors and information on how to provide a safe sleep space for babies. Aim is to prevent harm and injury and to support families to keep their children safe.   | CA PHNS/<br>FFHV/<br>Students | 3 Months             | <a href="#">LMS</a> |         |



| Competency  |   | Description  | Intended For          | Complete Within | Type                            | Renewal |
|---|---|--|-----------------------|-----------------|---------------------------------|---------|
|   |   | <b>Communicable Disease</b>  |                       |                 |                                 |         |
| <b>Communicable Disease, Enteric Illness follow-up Class #1</b> |   | Full-day orientation which includes learning about the mandated communicable disease follow-up of reportable infections in Manitoba and their management. The Provincial Communicable Disease Protocols and case investigation forms guide both Public Health's follow-up & PHIMS data entry. Receive an introduction to the follow-up of single enteric incidents and how to manage outbreaks of enteric illnesses. Learn about follow-up on vaccine-preventable diseases and about Hepatitis-specific education and strategies for public health investigation, case and contact management. | CA PHNs               | First Available | MS Teams                        |         |
| <b>CD and iPHIS Orientation Class #2</b>                        |   | Full day orientation which includes iPHIS training (an electronic public health information system) for the management of animal exposures (possible rabies). A brief overview of non-reportable diseases will also be addressed.  | CA PHNs               | First Available | MS Teams                        |         |
| <b>Provincial PHIMS CD Orientation</b>                          | <b>Introduction to PHIMS</b>  | This course covers an overview of PHIMS as well as video tutorials and key links to reference guides. It includes: Login/Basic Navigation and Client Search. <b>(LMS-1768)</b>   | CA PHNs, CDCs, PH CLs | First Available | <a href="#">LMS</a><br>MS Teams |         |
|   | <b>Orientation to MHSC Communicable Disease Program &amp; Clinical Policies</b> | <b>Prerequisite: Introduction to PHIMS.</b> This course provides an overview of the MHSC Communicable Disease Program. It includes: Communicable Disease/Protocols/Surveillance Forms/CD Investigation Process/Provider Report Forms/Outbreak Management and Data Quality. (Registration is done through LMS session is hosted on MS Teams.) <b>(LMS-1793)</b>   | CA PHNs, CDCs, PH CLs | First Available | <a href="#">LMS</a><br>MS Teams |         |
|   | <b>Communicable Disease Investigation – Reporting for Clerks</b>                | <b>Prerequisite: Introduction to PHIMS.</b> This course provides an overview of PHIMS reporting function for Investigation for Public Health Clerks. It includes: Video Tutorials and Key Links to Reference Guides. <b>(LMS-1791)</b>   | CA PHNs, CDCs, PH CLs | First Available | <a href="#">LMS</a><br>MS Teams |         |
|   | <b>Communicable Disease Investigation – Reporting</b>                           | <b>Prerequisite: Introduction to PHIMS.</b> This course provides an overview of PHIMS reporting function for Investigation. It includes: Video Tutorials and Key Links to Reference Guides. <b>(LMS-1792)</b>  | CA PHNs, CDCs, PH CLs | First Available | <a href="#">LMS</a><br>MS Teams |         |
|   | <b>PHIMS: Investigation Management</b>  | <b>Prerequisite: Introduction to PHIMS.</b> This course provides an overview of Investigation Management in PHIMS. It includes: Video Tutorials/Key Links to Reference Guides and Practice Scenarios. <b>(LMS-1789)</b>  | CA PHNs, CDCs, PH CLs | First Available | <a href="#">LMS</a><br>MS Teams |         |
|   | <b>PHIMS: Outbreak Management</b>   | <b>Prerequisite: Introduction to PHIMS.</b> This course provides an overview of Outbreak Management in PHIMS. It includes: Video Tutorials/Key Links to Reference Guides and Practice Scenarios. <b>(LMS-1788)</b>   | CA PHNs, CDCs, PH CLs | First Available | <a href="#">LMS</a><br>MS Teams |         |

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|---|---|--------------|-----------------|----------|---------|
| <b>Immunization Certification and Anaphylaxis</b> | <b>Immunization</b>   |              |                 |          |         |
|   | <p>Requirements for PHN's to obtain a <i>Certificate of Immunization Competency</i>:</p> <ol style="list-style-type: none"> <li>1. <b>Review the following:</b><br/>(prior to attending the PHN Immunization and Anaphylaxis Orientation) <ul style="list-style-type: none"> <li>• <a href="#">Provincial Immunization Competency Guideline</a></li> <li>• <a href="#">Manitoba Provincial Anaphylaxis Protocol</a></li> <li>• <a href="#">Regional Immunization Manual   For Health Care Professionals   Winnipeg Health Region (wrha.mb.ca)</a></li> </ul> </li> <li>2. <b>Attend PHN Immunization and Anaphylaxis Orientation session:</b><br/>Overview of the WRHA immunizing guidelines, vaccine administration, Influenza, School and Covid-19 immunization programs as well as the Manitoba Health Immunization Schedule and eligibility.</li> <li>3. <b>Complete the online EPIC modules:</b><br/><u>Education Program for Immunization Competencies (EPIC)</u><br/>14 Self-learning on line modules about immunization theory and essential immunization practice. Orientation session. Approximately 22.5 hours to complete.<br/>Refer to link to register: <a href="https://www.cps.ca/en/epic-pfci">https://www.cps.ca/en/epic-pfci</a><br/>* <i>Speak to your Team Manager regarding funding for modules</i></li> <li>4. <b>Arrange for a Lead PHN to observe immunizations being provided</b><br/>PHN to arrange with a Lead PHN in your community area office to observe immunizations being provided. The Lead PHN will complete an Immunization Checklist to ensure the vaccine administration was completed appropriately. Checklist competencies include: informed consent, 7 rights, vaccine prep, infection control, safety, comfort measures, landmarking and documentation. Ensure it is an immunization clinic where several immunizations will be provided.<br/><i>*To be arranged once <u>all</u> other requirements as above have been completed.</i></li> </ol> | CA PHNs      | First Available | MS Teams |         |

| Competency                                  |   | Description  | Intended For                | Complete Within     | Type                            | Renewal |
|---|---|--|-----------------------------|---------------------|---------------------------------|---------|
| Provincial PHIMS Immunization Orientation   | <b>Orientation to MHSC Vaccine Program + Clinical Policies</b>  | <b>Prerequisite: Introduction to PHIMS.</b> This course covers an overview of the MHSC Vaccine Program and key links to reference guides. (90 minutes) <b>(LMS-1773)</b>   | CA PHNs,<br>CDCs,<br>PH CLs | First Available     | <a href="#">LMS</a><br>MS Teams |         |
|   | <b>Recording Individual Immunization</b>  | <b>Prerequisite: Introduction to PHIMS.</b> This course covers recording consent and immunization in PHIMS and includes video tutorials, training scenarios, and practice in the PHIMS Training environment. (3 hrs.) <b>(LMS-1771)</b>                                    | CA PHNs,<br>CDCs,<br>PH CLs | First Available     | <a href="#">LMS</a><br>MS Teams |         |
|   | <b>Immunization &amp; Inventory Report Training</b>   | <b>Prerequisite: Introduction to PHIMS.</b> This course covers an overview of PHIMS reporting function for Immunization and Inventory. It includes video tutorials and key links to reference guides. (2 hrs.) <b>(LMS-1770)</b>   | CA PHNs,<br>CDCs,<br>PH CLs | First Available     | <a href="#">LMS</a><br>MS Teams |         |
|   | <b>Mass Immunization Event Training</b>   | <b>Prerequisite: Introduction to PHIMS.</b> This course covers creating/updating Mass Immunization Events in PHIMS, as well as client uploads. It includes video tutorials, training scenarios, and practice in the PHIMS Training environment. (3 hrs.) <b>(LMS-1769)</b> | CA PHNs,<br>CDCs,<br>PH CLs | First Available     | <a href="#">LMS</a><br>MS Teams |         |
|   | <b>Recording Immunization in a Mass Immunization Event</b>  | <b>Prerequisite: Introduction to PHIMS.</b> This course covers recording immunization in a Mass Immunization Event and includes video tutorials, training scenarios, and practice in the PHIMS Training environment. (3 hrs.) <b>(LMS-1772)</b>                            | CA PHNs,<br>CDCs,<br>PH CLs | First Available     | <a href="#">LMS</a><br>MS Teams |         |
|   | <b>Inventory Training</b>   | This course provides an overview of PHIMS inventor function for Immunizations. Includes video tutorials and links to references. (2hrs.) <b>(LMS-1903)</b>   | CA PHNs,<br>CDCs,<br>PH CLs | First Available     | <a href="#">LMS</a><br>MS Teams |         |
| <b>Families First Home Visiting Service</b> |   |  |                             |                     |                                 |         |
| <b>Introduction to Families First</b>       | A description of Families First including the background, vision, goals and impact of home visiting services in population health. Orientation to the Families First Screen along information sharing on the curricula used and the roles and responsibilities of Families First Team members.  | CA PHNs<br>FFHVs<br>Students   | Not Yet Available           | <a href="#">LMS</a> |                                 |         |
| <b>Towards Flourishing (TF)</b>             | A 2-day training that equips Families First Home Visitors and Public Health Nurses to promote the mental health and well-being of families with new babies. They are trained in using the Towards Flourishing Mental Health Promotion for Families Curriculum. Training dates will come from Mental Health Facilitators via TMs on as needs basis, minimum once a year. | CA PHNs<br>FFHVs<br>(Students if capacity)   | Per TM                      | Workshop            |                                 |         |

|  |   |                            |                       |                     |  |
|--|---|----------------------------|-----------------------|---------------------|--|
| <b>Core Foundations: Partnerships with Families</b>    | Introduction to the Families First (FF) foundational concepts, communication strategies, the importance of attachment in early childhood development, ACEs and building trusting relationships with families.   | CA PHNs<br>PHN RS<br>FFHVs | Provincial Training   | <a href="#">LMS</a> |  |
| <b>Growing Great Kids Tier I</b>                       | Introduction to Growing Great Kids (GGK) curriculum and home visiting. Required 5-day training.<br><b>Cannot commence home visiting until certificate obtained.</b>   | PHN RS<br>FFHVs            | Provincial Training   | TM to Register      |  |
| <b>Home Visiting Services Training</b>                 | Three days of training for FFHVs involving understanding the core principles and concepts. Training covers core competencies such as engagement, protective factors, engagement, goal setting, communication, planning, parallel process, safety, boundaries and self-care.<br>The forth day is exclusive to the PHN RS where they will depend their understanding of Reflective Supervision. A structured and supportive process where FFHVs reflect on their experiences, thoughts, and emotions related to their work. | PHN RS<br>FFHVs            | Provincial Training   | TM to Register      |  |
| <b>Growing Great Kids Tier II</b>                      | This online course introduces the 8 Core Competencies for Effective Home Visiting. Purpose, gain a deeper understanding of home visitor skill competencies and the GGK curriculum. <b><i>Tier II is to begin within one month of completing Tier I and is to be completed within 12 months of access.</i></b>   | PHN RS<br>FFHVs            | 12 months from Access | GKI Academy         |  |
| <b>Self-Assessment and Competency Development Plan</b> | The Self-Assessment and Competency Development plan is part of Tier II competency #8. Additional copies are located on the R drive. FFHVs are to complete the core competencies self-assessment tool and together with PHN RS prepare professional development plan. Competency Development plans are reviewed quarterly during Reflective Supervision.   | PHN RS<br>FFHVs            | Tier II ongoing       |                     |  |
| <b>SafeTALK (Suicide Alertness for Everyone)</b>       | You will learn to be suicide alert helpers through use of the TALK steps (Tell, Ask, Listen and Keep Safe). Become aware that opportunities to help a person with thoughts of suicide are sometimes missed, dismissed. Workshops are organized by Mental Health Promotion and Prevention. Dates shared via TMs.   | FFHVs                      | Per TM                | Workshop            |  |

**\* Attention Families First Home Visitors (FFHVs) and Public Health Nurse Reflective Supervisors (PHN RSs):**

Please note that additional orientation materials specific to your roles are available provincially. Provincial Orientation Checklists are shared prior to the start of training by the provincial coordinator. To access Provincial Guidance Documents for Population and Public Health Staff please utilize the link provided.

[Provincial Guidance Documents for Population and Public Health Staff | Health | Province of Manitoba \(gov.mb.ca\)](#)