

WRHA Public Health Nurse Orientation Checklist

Instructions: All staff are expected to keep their Orientation Checklist current.

The “Intended For” column specifies if session is to be attended by ‘All PHNs’ (Antenatal, Community Area (CA), HSHR, TB) or by CA PHNs only

After attending a session staff are to insert the date of completion in the “Date Completed” column.

The Orientation Checklist is one of the tools used in performance evaluation.

Subject	Competency Needs	Provided By	Intended For	Timeframe for Completion	Date of Completion
Regional Orientation	<ul style="list-style-type: none"> • Mission, Vision, & Values, WRHA security • HR Benefits • Workplace Safety and Health, • Infection Prevention and Control • Personal Health Information Act • Patient Safety, • Ethics, • Regional Resources, • Meet with MGEU/MNU Representative, • Fundamentals of Workplace Safety including Working Alone Procedures, • Routine Practices, including hand hygiene and personal protective equipment • Client relations • RL6 user training 	<p>WRHA Corporate/ Community Orientation (WCO) - register through LMS</p> <p>Sessions held monthly</p>	All PHNs	As soon as possible (ASAP) after hire	
HPECD database	<p>This is a classroom based experiential learning environment covering the computerized database entries for HPECD services. The goal of the training is to orient the providers to the database workflows using live examples from program. Classroom time: ~3.5 hours. Confirmation of registration will be emailed to the requestor within 5 business days of the request. Until staff are able to attend a session, they are expected to get hands on direction from other staff, ideally peer supporters in the environment of using real data. The monthly training will support best practice, using standardized processes versus individualized training.</p>	<p>Register at CSIS_support@wrha.mb.ca</p>	CA PHNs	ASAP	

Office Orientation	Staff responsibilities, building; equipment; forms; shared drive, swipe cards, work flow Phone; outgoing message; calling in sick, extended absence; Extranet	Admin	All PHNs	ASAP	
Team Overview	Organizational relationships; Job descriptions and duties; Team standards related to conduct and performance, meetings	Team Manager (TM)	All PHNs	ASAP	
FF Program Office Overview	FF Support Manual, FF Program Standards, Role and Responsibilities, program reporting, letters; privacy; speaking with parents, working with minors; CFS	Lead Role (LR) Public Health Nurse (PHN) or TM	CA PHNs	ASAP	
Practice Councils	Aware of the Practice Council (PC) work; how to submit issue papers; how to navigate the shared R drive to access PC information	PHNPC and FFPC reps	All PHNs	ASAP	
Working Alone	Aware of policies, process, sign-out log Working Alone Safety Assessment form tool & Working Alone Safe Visit Plan; co-visits; office visits	TM - local	All PHNs	ASAP	
RL6 Reporting	Aware of the purpose and process for RL6 reporting	TM - local	All PHNs	ASAP	
Personal Health Information Act	Aware and follows PHIA	Corporate/Community Orientation or LMS	All PHNs	ASAP	
Privacy/Confidentiality and Ethical Issues in Public Health Practice	Answers to common questions or situations about one's personal health information that staff may encounter when working with clients	Online Learning Module	All PHNs	ASAP	
Community Resources	Aware of community resources	Office Scavenger Hunt	All PHNs	ASAP	

Office Orientation to Team Roles					
Admin	Aware of admin role as office support	TM or delegate	All PHNs	ASAP	
PHN	Aware of PHN Role and daily activities; role of the Case Manager PHN and Lead Role PHN	TM or delegate	All PHNs	ASAP	
Team Manager	Aware of Team Manager's role	TM or delegate	All PHNs	ASAP	
Clinical Nurse Specialist (CNS)	Aware of the CNS role; Reflective Practice	TM or delegate	All PHNs	ASAP	
Families First Home Visitor (FFHV)	Aware of the FFHV role	TM or delegate	All PHNs	ASAP	
Medical Officer of Health (MOH)	Aware of MOH's role	TM or delegate	All PHNs	ASAP	
Epidemiologist & Analyst	Aware of Epidemiologist's & Analyst's roles	TM or delegate	All PHNs	ASAP	
<p>Online Learning Modules: Available through the Extranet>Programs> PPH> Orientation> Online Learning Modules Staff may complete these modules upon hire or during scheduled times on the Orientation Calendar. Online learning is to be completed prior to attending in person Orientation Sessions</p>					
Families First Screening Tool –A Learning Module for PHNs	Learning module that focuses on the completion of the Families First Screening (FFS)Tool. This module is to be completed prior to attending the “Working with Families” orientation session.	Online Learning Modules	CA PHNs	Must be completed prior to initiating FFS with families	
Health Equity Learning Package	Learning package outlining about the WRHA Health Equity Promotion Strategy. This package will take about 3 hours to complete and is to be completed prior to attending the “Community Development” orientation session	Online Learning Modules	All PHNs	Prior to the 1 st available in person session after hire	

Healthy Beginnings Manual	In office review the Healthy Beginnings Manual prior to attending the 2 day “Healthy Beginning” orientation sessions	In office paper Healthy Beginnings Manual or electronically online	CA PHNs	Prior to the 1 st available in person session after hire	
Injury Prevention On-line Learning Module	Interactive, electronic 6 module course provides the fundamentals of injury prevention theory in the context of real life examples. It provides tools that one could use in analyzing an injury event or problem, and planning interventions and programs	Online Learning Modules or LMS	All PHNs	Within 6 months after hire	
Immunization Competence Education Program (PHAC)	Self-learning on line program of 14 modules about immunization theory and essential immunization practice. The modules are to be completed prior to attending the “WRHA Immunization Program Review” orientation session. Approximately 14 hours to complete	Online Learning Modules	All PHNs	Must be completed before PHNs can immunize	
Tummy Time and Plagiocephaly on line Presentation	In office review of Tummy Time and Plagiocephaly	Online Learning Modules	CA PHNs	Within 6 months after hire	
Routine Practices	Aware and able to follow routine practices	Community/Corporate Orientation; Online Learning Modules; LMS	All PHNs	ASAP	
Video: Management of Hyperbilirubinemia & Newborn Metabolic Screening	Review DVD “Management of Hyperbilirubinemia & Newborn Metabolic Screening” prior to attending “Home Phototherapy and Metabolic Screening” orientation session	DVD available at Online Learning Modules	CA PHNs	Prior to the 1 st available in person session after hire	
Video: Working with Families	Review DVD “ Working with Families” prior to attending the “Working with Families” orientation session	DVD available at Online Learning Modules	All PHNs	Prior to the 1 st available in person session after hire	
WHO Growth Charts Online Learning Module	The WHO Growth Charts and Standards online course is designed to provide training on the proper use and interpretation of WHO Growth Charts	Online Learning Module or LMS	CA PHNs	Within 3 months from hire	

PPH General Orientation Sessions - Available January, May, September

All sessions require in person attendance

Calendar posted on Extranet > Programs > PPH > Orientation (Call 204-940-3152 to register)

Breastfeeding (BF) overview	Explores personal values and beliefs in relation to breastfeeding and how these influence our approach to BF with families, includes Breast Feeding Friendly initiative		All PHNs	1 st available session after hire	
Breastfeeding Part 1 & 2	Reviews Breastfeeding Guidelines and all aspects of BF and issues/concerns that can arise with BF mothers		CA PHNs	1 st available session after hire	
Communicable Disease Orientation	<p>Overview of the 4 components to managing CDs</p> <ol style="list-style-type: none"> 1. Half day orientation to the public health follow-up of Communicable Diseases. This session will introduce nurses to the communicable disease electronic charting program –IPHIS and the management of animal exposures. 2. MOH/CD Coordinator/Epi-team meeting - Half day orientation to the mandated communicable disease follow-up of reportable infections. The Public Health Act and Mb Health Disease Protocols guide the public health follow-up of reportable communicable disease. 3. Enteric Illness Follow-Up - Introduction to the follow-up of single incident and outbreaks of enteric illnesses. 4. Hepatitis B - Half day session focusing on the management of a common reportable Communicable Disease. Hepatitis education and strategies for public health investigation, case and contact management and iPHIS documentation are addressed. 		All PHNs	3 - 6 months after hire	
Community Development	Learn how community development is one of the core activities and roles of PH staff in promoting Population & Public Health (PPH). Participate in a discussion about Health Equity and learn about the WRHA Health Equity Promotion Strategy	Pre-reading and discussion questions available at Online Learning Modules	All PHNs	1 st available session after hire	
General Documentation	Overview about client documentation forms, standards and guidelines		All PHNs	1 st available session after hire	

Healthy Beginnings Overview	Description of PHN postpartum services and discussion of HPECD program		All PHNs	1 st available session after hire	
Healthy Beginnings Overview Part 1 & 2	Reviews service standards and Clinical Practice Guidelines (CPGs)	Pre reading review of Healthy Beginnings Manual available at Online Learning Modules	CA PHNs	1 st available session after hire	
Home Phototherapy and Metabolic Screening	Overview of CPGs on home phototherapy and metabolic screening and the role of the PHN in completing home phototherapy and metabolic screening referrals	DVD available at Online Learning Modules prior to attending	CA PHNs	1 st available session after hire	
Introduction to Public Health	Introduction to WRHA PPH program Goals, Model, Strategic Plan and Services		All PHNs	1 st available session after hire	
Introduction to PPH Partners	Introduction to programs and services that are partners with PPH program		All PHNs	1 st available session after hire	
MIS recording (Manitoba Information System)	Learn the roles and responsibilities for completing the monthly statistical forms specific to your program		All PHNs	1 st available session after hire	
Perinatal Mental Health Part 1 & 2	Overview of literature, preview of DVD “Life with a New Baby,” family & cultural perspectives on perinatal mental health. Part 2 reviews resources and referrals to MH services		All PHNs	Part 2 available 2 x / year	
Postpartum Care Map Documentation	Introduction and review about care mapping and transfer variance form		CA PHNs	1 st available session after hire	
Prenatal Services	An overview of prenatal health, referrals, services, and resources		All PHNs	1 st available session after hire	
Role of the Clinic Nurse Specialist and Public Health Nurse	Introduction to the roles of the PHN & CNS within PPH		All PHNs	1 st available session after hire	

Use of Sling Scales	Discussion of practice guidelines to minimize injury when using sling scales	Bring sling scale to session	CA PHNs	1 st available session after hire	
Working with Families	An introduction to respectful, nonjudgmental, work with families	DVD & complete FFS Tool- a Learning Module for PHNs available at Online Learning Modules	All PHNs	1 st available session after hire	
WRHA Immunization Program	This review focuses on the WRHA immunizing guidelines, Influenza and school immunization programs as well as the Mb Health Immunization Schedule. PHN's are expected to complete the Immunization Competence Education Program, attend this immunization session and arrange for a CD Coordinator to observe an immunization session prior to being able to immunize independently	Complete the Immunization Competence Education Program available at Online Learning Modules	All PHNs	Must be completed before PHNs can immunize	
Other Training Sessions Staff are to register for these training sessions as per the time frame from hire date. OSD refers to Organization & Staff Development (OSD) www.whra.mb.ca/osd LMS refers to Learning Management System https://manitoba-ehealth.learnflex.net					
Aboriginal Cultural Awareness	This two-day workshop introduces a basic knowledge of the worldviews, spiritual and cultural values of Aboriginal peoples, highlights historical and contemporary issues that influence Aboriginal peoples, and honors the rich diversities within Aboriginal communities	Register through OSD	All PHNs	As soon as possible after hire	
Accountability in Action	This one-day, highly interactive program challenges participants to rethink the way they respond to challenges, difficulties and problems, while helping them create greater accountability and success in their lives	Register through OSD	All PHNs	In 2nd year after hire	
Applied Suicide Intervention Skills Training (ASIST)	Discusses interventions in becoming more comfortable, competent, and confident in helping to prevent the immediate risk of suicide to others	Register through LMS	All PHNs	1.5-2.5 years after hire	

Core Parent Survey Training	The 4 day Core Parent Survey training provides a greater understanding in using the Families First Screening process with families. Staff are to work with the Team Manager to make arrangements to attend this session at the first available session after hire	Register through Healthy Child Manitoba	CA PHNs	1 st available session after hire	
Advanced Parent Survey Training	The 2 day Advanced Parent Survey training reviews the principles used to collect information on the Families First Screen and Parent Survey	Register through Healthy Child Manitoba	CA PHNs	9-12 months after attending Core Parent Survey Training	
Health Behavior Change	Introduction of knowledge and skill-based learning for assisting with health behavior change	See General Orientation Calendar for dates	All PHNs	6-12 months after hire	
Mental Health First Aid (MHFA) training	May attend either the basic version (12 hours) or the youth version (14 hours). Both have the same content and youth version has 2 extra modules that discuss self-injury and eating disorders	Register through LMS	All PHNs	9-12 months after hire	
Non-Violent Crisis Intervention	The Crisis Prevention Institute (CPI) developed the Nonviolent Crisis Intervention Training (NVCI). Basic proven crisis intervention techniques to defuse disruptive and assaultive behavior	Register through OSD	All PHNs	6-12 months after hire	
Triple P Brief Intervention Training, Accreditation	Provides information strategies to use with parents to address developmental and behavioral difficulties with children	Email sent when training is available	CA PHNs	As available	
Towards Flourishing	The Towards Flourishing Project - a partnership initiative between Healthy Child Manitoba, the Winnipeg Regional Health Authority and the University of Manitoba to promote the mental well-being of parents and children in Manitoba's Families First Program	Email sent when training is available	CA PHNs	1 st available session	

Winnipeg Integrated Services	<i>Winnipeg Integrated Services (WIS)</i> is a partnership between the Winnipeg Regional Health Authority (WRHA), Manitoba Family Services and Housing (FSH) and Manitoba Health (MH) that will bring about the integration of health and social services in community areas throughout Winnipeg	Register through OSD	All PHNs	6- 18 months after hire	
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