

WRHA Orientation Checklist

For: Public Health Staff and Nursing Senior Practicum Students

Name: Insert Name.

Start Date: [Click here](#) to enter a date.

Population and Public Health Orientation Sessions are offered three times a year. Learning is offered in person, online through Population and Public Health Extranet site and through the Shared Health Learning Management System (LMS). The Orientation Calendar is posted on Extranet > Programs >PPH > Orientation.

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 by introducing the various components of the PHN role and the role of the FFHV. 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.

The time allotted for orientation for new PHNs/FFHVs will vary for every person depending on their experience, formal and informal education.

Public Health Nurses, Family First Home Visitors, and Nursing Senior Practicum Students are expected to keep their Orientation Checklist current. After attending a session staff are to insert the date of completion in the “Date Completed” column. This tool may also serve as a reference for experience staff to maintain competencies and promote consistency of practice.

To register for an in class session(s):

Email: WHRA490HargravePHOri@whra.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>

Existing WRHA Employees remember to add your SAP Person ID to your LMS Account. See [LMS Welcome Tab for instructions](#)

Legend:

PHN - Public Health Nurse

ALL – TMs, PHNs, FFHVs and Students

TM - Team Manager

HSHR – Healthy Sexuality and Harm Reduction PHN

FFHV – Family First Home Visitor

CA PHN - Community Area based PHNs

PN – Prenatal Connections PHN

TB – Tuberculosis PHN

Student – Nursing Senior Practicum Student

LR PHN - Lead Role PHNs

TH – Travel Health PHN

ANHC – Antenatal Home Care PHN

Competency		Description	Intended For	Complete Within	Location	Date Completed
Regional Orientation	WRHA Corporate and Community New Employee Orientation	<p>WRHA 1.5 Day Community Orientation</p> <p>The Winnipeg Regional Health Authority Orientation will introduce new staff to the Mission, Vision and Values of the organization and highlight the systems that support the work that is done in the Region. OESH Fundamentals training and Infection Prevention and Control Routine Practices certification encompass the second half day. Sessions held monthly. Register through LMS</p> <p>https://manitoba-ehealth.learnflex.net/users/index.aspx</p> <ul style="list-style-type: none"> • HR Benefits 	New Employee	First Month	<p>LMS registration required</p> <p>Facilitated in Class Session</p>	Click here to enter a date.
		<ul style="list-style-type: none"> • Workplace Safety and Health 				
		<ul style="list-style-type: none"> • Infection Prevention and Control 				
		<ul style="list-style-type: none"> • Personal Health Information Act 				
		<ul style="list-style-type: none"> • Patient Safety 				
<ul style="list-style-type: none"> • Ethics 						
<ul style="list-style-type: none"> • Regional Resources 						
<ul style="list-style-type: none"> • Meet with MGEU/MNU Representative 						
<ul style="list-style-type: none"> • Fundamentals of Workplace Safety including Working Alone Procedures 						
<ul style="list-style-type: none"> • Routine Practices, including hand hygiene and protective equipment 						
<ul style="list-style-type: none"> • Client relations 						
<ul style="list-style-type: none"> • RL6 user training 						
	Accessibility for Manitobans – Customer Service	<p><u>This training is a legislated requirement for all staff.</u> 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, 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.</p>	All	First Month	LMS	Click here to enter a date.
	Active Offer of French Language Services	<p>This online course introduces employees to the French Language Services (FLS) Policy and the Francophone Community Enhancement and Support Act. Participants will 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. It is expected to take approximately 45 to 60 minutes to complete.</p>	All	First Month	LMS	Click here to enter a date.
	Orders of Committeeship	<p>This 45 minute online course 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.</p>	All	First Month	LMS	Click here to enter a date.
	WHMIS	<p>The Workplace Hazardous Materials Information System (WHMIS) provides information to keep workers safe when working with hazardous materials which can be chemical or biological hazards. To be renewed every 3 years</p>	All	First Month	LMS	Click here to enter a date.

Competency	Description	Intended For	Complete Within	Location	Date Completed
Hand Hygiene	This interactive learning module teaches: who, what, where, why, when & how of hand hygiene. This course should take approximately 15 minutes to complete. You must renew this course every 2 years.	All	First Week	LMS	Click here to enter a date.
Information Security Awareness	<u>Clinical</u> - This 10 minute online course will provide an overview of the security risks and the best practices when working with the patient's personal health information. <u>General</u> - This 10 minute online course is intended for all staff in the province that have access to the regional networks and it provides a general overview of the security risks and the best practices when working with sensitive information.	All	First Week	LMS	Click here to enter a date.
Office Orientation	<ul style="list-style-type: none"> • Building/Forms/Swipe Card/Access to Shared Drives/Extranet • Phone/Office Supplies/Equipment (bag/BP cuffs/curriculum books) 	All	First Week	Admin	Click here to enter a date.
Personal Health Information Act (PHIA)	This online course takes about 45 minutes to complete and is designed to provide staff within the Winnipeg-Churchill Health Region/Shared Health with an understanding of PHIA and its related policies. The Pledge of Confidentiality will be completed during the course. The training and pledge must be completed as soon as reasonably possible, no later than 3 months after commencing your employment. You must renew this course every 3 years.	All	First Week	LMS	Click here to enter a date.
Routine Practices	Routine Practices What are they? 20 minute PowerPoint self-learning presentation <u>Point of Care Risk Assessment</u> - This 15 minute online course provides information on the routine practices related to the Point of Care Risk Assessment. <u>Routine Practices Personal Protective Equipment Module</u> - This 15 minute online course provides information on the routine practices related to the use of personal protective equipment.	All	First Week	LMS and PowerPoint	Click here to enter a date

Competency	Description	Intended For	Complete Within	Location	Date Completed
Staff Responsibilities	<ul style="list-style-type: none"> • Job description and duties • Work flow/Phone/Calling in sick/Extended absence/Team meetings • Navigating Extranet, HPECD, Shared Drives, Nursing Skills online • Navigating Healthy Parenting Winnipeg website 	All	First Week	TM or Preceptor	Click here to enter a date.
Team Overview	<ul style="list-style-type: none"> • Community Area Team composition • Team standards related to conduct and performance • Working Alone (policies, process, sign-out binder) • Working Alone Safe Visit Plan (co-visits, office visits) • Working Alone Safety Assessment form • RL6 Reporting (purpose, process, how to complete form) • “Working Together” pamphlet • Community Resources - Office Scavenger Hunt 	All	First Week	TM or Preceptor	Click here to enter a date.
Baby Friendly Initiative (BFI)	This online course takes approximately 30 minutes to complete and is designed to provide awareness of the Baby Friendly Initiative in Manitoba and the 10 steps to successful breastfeeding. Baby Friendly Initiative education must be completed within six months of commencing work or volunteering in the health region and repeated every 5 years.	All	First Month	LMS	Click here to enter a date.
MIS Stats (Population and Public Health 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 power point presentation, PPH MIS guidelines and the PPH MIS data collection example scenarios.	All	First Month	Online	Click here to enter a date.

Competency	Description	Intended For	Complete Within	Location	Date Completed
Health Equity Promotion & Community Development	Online learning package outlining the WRHA Health Equity Promotion Strategy. This package will take about 3 hours to complete and is to be completed prior to attending the Health Equity Promotion and Community Development orientation session.	All	3 Months	LMS	Click here to enter a date.
Health Equity Promotion & Community Development	Participate in a discussion about Health Equity and learn about the WRHA Health Equity Promotion Strategy. Learn how community development is one of the core activities and roles of PH staff in promoting Population & Public Health (PPH). PHNs will be asked to stay for the 2nd part of this presentation on community development and are asked to come prepared to this session by completing the community development reflection questions in the learning package above.	All	3 Months	In Class	Click here to enter a date.
Home Environments Online Learning Module	Online learning module provides information for health care providers with home safety concerns including identifying hazards, relevant legislation, and available resources. Home Environments takes approximately 30 minutes to complete.	All	3 Months	LMS	Click here to enter a date.
How the Brain Works	This 15 minute online learning course provides an overview of the relationship between the brain function and violence prevention.	All	3 Months	LMS	Click here to enter a date.
Violence Prevention Unit 1, 2, 3, & 4	These online units range from 20-40 minutes and provide an overview of the Provincial Healthcare Violence Prevention Program and an introduction to violence prevention in healthcare.	All	3 Months	LMS	Click here to enter a date.
Violence Prevention: Cultural Safety & Trauma Informed Care	This 15 minute online course provides an overview of how cultural differences and trauma informed care relate to violence prevention.	All	3 Months	LMS	Click here to enter a date.
Perinatal Mental Health	In office readings of the Perinatal Mental Health Service Delivery Standards and Clinical Practice Guidelines , Perinatal Mental Health Toolkit , Quick Reference and to view the video “ Life with a New Baby ”.	All	3 Months	Prior to Class	Click here to enter a date.

Competency	Description	Intended For	Complete Within	Location	Date Completed
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. This module takes 45 minutes to complete.	All	6 Months	LMS	Click here to enter a date.
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.	All	6 Months	Council Rep	Click here to enter a date.
General Documentation	Overview of the WRHA policies and guidelines specific to documentation, safety and storage of personal health information, texting and emailing and CRNM Practice Standards, CNPS etc. Documenting in a client record: who/what/where/when and why.	All	First Available	In Class	Click here to enter a date.
Introduction to Population and Public Health	Introduction to WRHA PPH program Goals, Model, Strategic Plan and Services areas .	All	First Available	In Class	Click here to enter a date.
Introduction to Nursing Roles in Population and Public Health	Nursing roles within Population and Public Health (PPH), an overview of the WRHA PHN Professional Practice Model (PPM) , introduction to different PPH teams in which nurses work, and a short walk through the centralized PHN service sites.	All	First Available	In Class	Click here to enter a date.
Introduction to Population and Public Health Centralized Team	Introduction to the Centralized Public Health team including: <ul style="list-style-type: none"> • Injury Prevention • Physical Activity Promotion • Healthy Public Policy • Healthy Built Environment • Surveillance and Epidemiology • Health Communications 	All	First Available	In Class	Click here to enter a date.

Competency	Description	Intended For	Complete Within	Location	Date Completed
Introduction to WRHA Partners	Introduction to programs and services that are partners with PPH program. <ul style="list-style-type: none"> Antenatal Home Care, Midwifery, Nutrition Promotion, URIS (Unified Referral and Intake Services) 	All	First Available	In Class	Click here to enter a date.
Indigenous Cultural Awareness (ICAW) Training	This two-day workshop introduces a basic knowledge of the world views, spiritual and cultural values of Indigenous peoples, highlights historical and contemporary issues that influence Indigenous peoples, and honours the rich diversities within Indigenous communities. Approval from Team Manager/Director is required prior to registering.	All	Per TM	Workshop	Click here to enter a date.
Manitoba Indigenous Cultural Safety Training (MICST)	The facilitated and self-paced 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	Click here to enter a date.
Working with Families	An introduction to respectful, nonjudgmental, work with families. Centralized team members to attend first hour of presentation.	All	First Available	In Class	Click here to enter a date.
Neighbourhood Explorer Toolset (NETS)	NETs is a web-based “one stop” data portal that aims to provide WRHA staff and its partners with a credible and comprehensive range of health and community information to support local level public health planning and action. * Login to site provided during in class session. As part of your orientation to the NETS Toolset, staff will also receive an introduction to the Manitoba Collaborative Data Portal (MBCDP) The MBCDP is a publically accessible website where you can find a wide range of neighborhood and local-level information.	All PHNs	First Available	In Class	Click here to enter a date.

Competency	Description	Intended For	Complete Within	Location	Date Completed
PHIMS Online Learning Module Part 1 (Panorama)	PHIMS (Public Health Information Management System) is a provincial electronic public health record used to manage information for immunizations, vaccine inventory, communicable diseases/investigations and outbreaks. This package reviews the Panorama Primer videos, Panorama 101 and the Privacy and Disclosure Directives in Panorama for End Users, and the Terms of Agreement. <i>(Approx.2 hours to complete)</i>	All PHNs	First Available	Online	Click here to enter a date.
PHIMS Immunization Training Part 2 (Panorama)	The morning is an introduction to PHIMS program and will provide the knowledge for how to use the program to access immunization records and how to document immunizations provided to individuals. The afternoon will focus on the use of the program when providing immunizations to clients within a Mass Event (i.e.: school, flu, outreach clinics). <i>*Online module must be completed prior to attending.</i>	All PHNs	First Available	In Class	Click here to enter a date.
Applied Suicide Intervention Skills Training (ASIST 11)	The ASIST 11 workshop is a 2 day certified program which provides caregivers with practical information on the 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.	All PHNs	Per TM	Workshop	Click here to enter a date.
Immunization Certification	For PHN's to obtain a <i>Certificate of Immunization Competency</i> , the following are required: 1. Complete the online EPIC modules: <u>Education Program for Immunization Competencies (EPIC)</u> 14 Self-learning on line modules about immunization theory and essential immunization practice. Orientation session. Approximately 22.5 hours to complete. Refer to link to register: https://www.cps.ca/en/epic-pfci <i>* Speak to your Team Manager regarding funding for modules</i> 2. Complete the recommended readings: 1. WRHA Regional Immunization Manual 2. Immunization Communication Tool for Immunizers: BCCDC 3. Immunization Competencies for Health Professionals in Canada	All PHNs *Students and centralized team PHNs are not required to complete EPIC modules*	Prior to Class	In Office	Click here to enter a date.

Competency	Description	Intended For	Complete Within	Location	Date Completed
Immunization Certification (cont'd)	<p>3. Attend ½ day in-class immunization session: Immunization Guidelines & MB Health Schedule Overview of the WRHA immunizing guidelines, Influenza and school immunization programs as well as the Mb Health Immunization Schedule.</p>	All PHNs Students	First Available	In Class	Click here to enter a date.
	<p>4. CD Coordinator to observe PHN immunize at a clinic prior to being able to immunize independently. Ensure it is an immunization clinic where several immunizations will be provided. *This is to be arranged once all other requirements as above have been completed.</p>	CA PHNs	First Available	In Office	Click here to enter a date.
Baby Friendly Initiative 20 Hour WHO breastfeeding course	<p>This 2 day course will provide a foundation for breastfeeding knowledge and skills the support successful implementation of the WHO 10 Steps to Successful Breastfeeding. In preparation for the course there is required pre-course work that must be completed prior to attending the class. The assignments are available on the LMS course registration page as hyperlinks. (Practicum students may attend ONLY if space available) ***Requires preapproval by CNS prior to course registration.***</p>	CA PHNs/ PN/Students	First Available	LMS workshop	Click here to enter a date.
Infant Style-Sling Scales	In office reading of the guideline for use of the Infant Style-Sling Scales .	CA PHNs/ PN/Students	First Month	In Office	Click here to enter a date.
Population and Public Health HPECD Service Delivery and PHN Professional Practice Model	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 . View the Provincial Public Health Standards: Prenatal, Postpartum and Early Childhood Webinar series (1 , 2 , 3 , and 4).	CA PHNs/ Students	First Month	Online	Click here to enter a date.
Postpartum and Newborn Assessment	Class in Development- not yet available	CA PHNs/ PN/Students	First Month	In Class	Click here to enter a date.
Perinatal Mental Health	Overview of literature, family & cultural perspectives on perinatal mental health, resources and referrals to Mental Health services.	CA PHNs/ ANHP/PN/ Students	3 Months	In Class	Click here to enter a date.

Competency	Description	Intended For	Complete Within	Location	Date Completed
Prenatal Services	Overview of prenatal health, referrals, services, and resources.	CA PHNs/ ANHP/PN/ Students	3 Months	In Class	Click here to enter a date.
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.	CA PHNs Students	First Available	LMS	Click here to enter a date.
CD and iPHIS Orientation Class#1	Full day orientation includes attending the MOH/CD Coordinator/Epi-team meeting. Learn about the mandated communicable disease follow-up of reportable infections; The Public Health Act; the Mb Health Disease Protocols guide to the public health follow-up of reportable communicable disease. This session also introduces nurses to the communicable disease electronic charting program (iPHIS) and the management of animal exposures.	CA PHNs	3 Months	In Class	Click here to enter a date.
Communicable Disease, Enteric Illness follow-up Class#2	Full day orientation which includes and introduction to the follow up of single enteric incidents and how to manage outbreaks of enteric illnesses; the management of common reportable Communicable Diseases; Hepatitis education and strategies for public health investigation, case and contact management and iPHIS documentation are addressed. <i>(please note Class#1 is a prerequisite for Class#2)</i>	CA PHNs	First Available	In Class	Click here to enter a date.
Management of Hyperbilirubinemia & Newborn Metabolic Screening	Review video “ Management of Hyperbilirubinemia & Newborn Metabolic Screening ” prior to attending Home Phototherapy and Metabolic Screening orientation session.	CA PHNs	Prior to class	Online	Click here to enter a date.
Home Phototherapy and Metabolic Screening	Overview of clinical practice guideline on home phototherapy and metabolic screening and the role of the PHN in completing these referrals.	CA PHNs	First Available	In Class	Click here to enter a date.
Core Parent Survey Training	The 5 day Core Parent Survey training provides a greater understanding in using the Families First Screening process with families.	CA PHNs	First Available	TM to Register	Click here to enter a date.
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.	CA PHNs	1 year post initial core training	TM to Register	Click here to enter a date.

Competency	Description	Intended For	Complete Within	Location	Date Completed
Douglas College	This course spans over 4 months, including both in-person lectures and 38 hours of observation experiences. Students will learn how to manage common breastfeeding concerns and challenges, and develop a well-rounded and evidence-informed understanding of optimal feeding practices. Assignments and a final exam are included.	CA PHNs	Per TM	TM to Register	Click here to enter a date.
Families First Screening Tool	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.	CA PHNS/ FFHV/ Students	First Month	Online	Click here to enter a date.
HPECD Database training (Momentum)	This online training video covers computerized entries for HPECD services. All staff providing HPECD service are required to complete this training prior to working independently with families. The HPECD Healthy Parent Early Childhood Development Database Training video takes approximately 30 minutes to view. Contact CSIS_support@wrha.mb.ca to obtain assistance.	CA PHNS/ FFHV/ Students	First Month	Online	Click here to enter a date.
Tummy Time and Plagiocephaly	In office review of Tummy Time and Plagiocephaly.	CA PHNS/ FFHV/ Students	3 Months	Online	Click here to enter a date.
Triple P Brief Intervention Training	Provides information strategies to use with parents to address developmental and behavioral difficulties with children.	CA PHNs FFHVs	Per TM	Workshop	Click here to enter a date.
Towards Flourishing	Towards Flourishing (TF) training is 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. The training is held once a year (for new staff).	CA PHNs FFHVs	Per TM	Workshop	Click here to enter a date.

Competency	Description	Intended For	Complete Within	Location	Date Completed
Families First Log Documentation	Focus on completing the Families First Home Visitor Log. Please review and bring a copy of the Guidelines to Completion of the Families First Home Visitor Log to the session.	LR PHNs FFHVs	First Available	In Class	Click here to enter a date
Integrated Strategies (IS) Training	Introduction to the Families First (FF) program goals, vision, communication strategies etc. Required to attend all 4 days to obtain certification.	LR PHNs FFHVs	First Available	TM to Register	Click here to enter a date.
Integrated Strategies Skill Level 1 Assignment Questions 1-42	Families First Home Visitor to complete and review this assignment with the LR PHN prior to attending Tier One training.	LR PHNs FFHVs	Prior to attending Tier 1	PH Coordinator	Click here to enter a date.
Growing Great Kids (GGK) Training Tier One	Introduction to GGK curriculum and home visiting. Required 5 day training. Cannot commence home visiting until certificate obtained.	LR PHNs FFHVs	First Available	TM to Register	Click here to enter a date.
Integrated Strategies Skill Level 1 Action Tool Assignment	FFHV to complete and review assignment with LR PHN <u>after</u> attending Tier One training and before starting Tier 2 Premium.	LR PHNs FFHVs	Prior to starting T2P	PH Coordinator	Click here to enter a date.
Growing Great Kids Training Tier Two Premium (T2P)	Online course to support FFHVs learn curriculum content and integration into their interactions with families. <i>Must be started within 4 months of Tier One training completion.</i>	LR PHNs FFHVs	12 months from Access	PH Coordinator	Click here to enter a date.
Self-Assessment and Competency Development Plan	Complete the Self-Assessment for the 8 Competencies of T2P and review with LR PHN and together with LR prepare professional development plan.	LR PHNs FFHVs	Unit 8 & ongoing	T2P	Click here to enter a date.
SafeTALK (Suicide Alertness for Everyone)	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	FFHVs	Per TM	Workshop	Click here to enter a date.
Bookmates: Family Learning Fundamentals	Family Learning FUNdamentals is a training session offering information, activities, and strategies for FFHVs to integrate additional family literacy principles and themes into their work with families.	FFHV	Per TM	Workshop	Click here to enter a date.

