

## WRHA Public Health Nurse Orientation Checklist

**Instructions:** All staff is 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
<b>Regional Orientation</b>	<ul style="list-style-type: none"> <li>• Mission, Vision, &amp; Values, WRHA security</li> <li>• HR Benefits</li> <li>• Workplace Safety and Health,</li> <li>• Infection Prevention and Control</li> <li>• Personal Health Information Act</li> <li>• Patient Safety,</li> <li>• Ethics,</li> <li>• Regional Resources,</li> <li>• Meet with MGEU/MNU Representative,</li> <li>• Fundamentals of Workplace Safety including Working Alone Procedures,</li> <li>• Routine Practices, including hand hygiene and personal protective equipment</li> <li>• Client relations</li> <li>• RL6 user training</li> </ul>	<p>WRHA Corporate/ Community Orientation (WCO) - register through LMS <a href="https://manitoba-ehealth.learnflex.net/users/index.aspx">https://manitoba-ehealth.learnflex.net/users/index.aspx</a></p> <p>Sessions held monthly</p>	All PHNs	As soon as possible (ASAP) after hire	
<b>HPECD database</b>	<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 <a href="mailto:CSIS_support@wrha.mb.ca">CSIS_support@wrha.mb.ca</a></p>	CA PHNs	ASAP	

<b>Office Orientation</b>	Staff responsibilities, building; equipment; forms; shared drive, swipe cards, work flow Phone; outgoing message; calling in sick, extended absence; Extranet	Admin	All PHNs	ASAP	
<b>Team Overview</b>	Organizational relationships; Job descriptions and duties; Team standards related to conduct and performance, meetings; ‘Working Together’ pamphlet	Team Manager (TM)	All PHNs	ASAP	
<b>FF Program Office Overview</b>	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	
<b>Extranet, Shared folders, Nursing Skills online</b>	Aware of how to navigate the HPECD page on the Extranet; contents of the HPECD Program Resources folder; and Nursing Skills online icon	TM or PHN	All PHNs	ASAP	
<b>Practice Councils</b>	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	
<b>Working Alone</b>	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	
<b>RL6 Reporting</b>	Aware of the purpose and process for RL6 reporting	TM - local	All PHNs	ASAP	
<b>Personal Health Information Act</b>	Aware and follows PHIA	Corporate/Community Orientation or LMS	All PHNs	ASAP	

<b>Privacy/Confidentiality and Ethical Issues in Public Health Practice</b>	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	
<b>Community Resources</b>	Aware of community resources	Office Scavenger Hunt	All PHNs	ASAP	
<b>Office Orientation to Team Roles</b>					
<b>Admin</b>	Aware of admin role as office support	TM or delegate	All PHNs	ASAP	
<b>PHN</b>	Aware of PHN Role and daily activities; role of the Case Manager PHN and Lead Role PHN	TM or delegate	All PHNs	ASAP	
<b>Team Manager</b>	Aware of Team Manager's role	TM or delegate	All PHNs	ASAP	
<b>Clinical Nurse Specialist (CNS)</b>	Aware of the CNS role; Reflective Practice	TM or delegate	All PHNs	ASAP	
<b>Families First Home Visitor (FFHV)</b>	Aware of the FFHV role	TM or delegate	All PHNs	ASAP	
<b>Medical Officer of Health (MOH)</b>	Aware of MOH's role	TM or delegate	All PHNs	ASAP	
<b>Epidemiologist &amp; Analyst</b>	Aware of Epidemiologist's & Analyst's roles	TM or delegate	All PHNs	ASAP	

**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><b>Accessibility for Manitobans- Customer Service</b></p>	<p><b>This training is a legislated requirement for all staff.</b> This is an introductory course on the Accessibility for Manitobans Act (AMA) Customer Service Standard. The objective of this course 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>	<p>Online Learning Modules or LMS</p>	<p>All PHNs</p>	<p>Within 1 month of hire</p>	
<p><b>Breastfeeding Friendly Initiative</b></p>	<p>Online learning module provides information on the Breastfeeding Initiative (BFI) and the 10 steps to successful breastfeeding. This module takes approximately 30 minutes to complete.</p>	<p>Online Learning Modules or LMS</p>	<p>All PHNs</p>	<p>Within 1 month of hire</p>	
<p><b>Education Program for Immunization Competencies (EPIC)</b></p>	<p>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</p>	<p>Online Learning Modules</p>	<p>All PHNs</p>	<p>Must be completed before PHNs can immunize</p>	
<p><b>Families First Screening Tool –A Learning Module for PHNs</b></p>	<p>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.</p>	<p>Online Learning Modules</p>	<p>CA PHNs</p>	<p>Must be completed prior to initiating FFS with families</p>	
<p><b>Health Equity Learning Package</b></p>	<p>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</p>	<p>Online Learning Modules or LMS</p>	<p>All PHNs</p>	<p>Must be completed within 3 months of hire or prior to attending in person session</p>	

<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. Home Environments takes approximately 30 minutes to complete	Online Learning Modules or LMS	All PHNs	Within 3 months of hire	
<b>Immunization Guidelines and MB Health Schedule</b>	In office time safeguarded for staff to complete the required readings prior to attending the ½ day in person Immunization Guidelines and MB Health Schedule orientation.	Online Learning Modules	All PHNs	Prior to the 1 <sup>st</sup> available in person session after hire	
<b>Injury Prevention On-line Learning Module</b>	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 approximately 45 minutes to complete	Online Learning Modules or LMS	All PHNs	Within 6 months after hire	
<b>Panorama Online Learning Module</b>	Panorama is a provincial electronic public health record used to manage information for immunizations, vaccine inventory, communicable diseases/investigations and outbreaks. This online learning package reviews the Panorama Primer videos, Panorama 101 and the Privacy and Disclosure Directives in Panorama for End Users, and the Terms of Agreement.	Online Learning Modules	All PHNs	Prior to attending the in person Panorama Orientation session	
<b>Population and Public Health Prenatal, Postpartum and Early Childhood Services</b>	In office reading of the Provincial Public Health Standards: Prenatal, Postpartum and Early Childhood; Supplement document; Newborn Nursing Care Pathway; Postpartum Nursing Care Pathway and PPH Professional Practice Model	<a href="http://www.wrha.mb.ca/extranet/publichealth/services-healthy-parenting.php">http://www.wrha.mb.ca/extranet/publichealth/services-healthy-parenting.php</a>	CA PHNs	Within 1 month of hire	
<b>Tummy Time and Plagiocephaly</b>	In office review of Tummy Time and Plagiocephaly	Online Learning Modules	CA PHNs	Within 6 months after hire	
<b>Routine Practices</b>	Aware and able to follow routine practices	Community/Corporate Orientation; Online Learning Modules; or LMS	All PHNs	Within 1 month of hire	
<b>Video: Management of Hyperbilirubinemia &amp; Newborn Metabolic Screening</b>	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 <sup>st</sup> available in person session after hire	

<b>Video: Working with Families</b>	Review DVD “ Working with Families” prior to attending the “Working with Families” orientation session	DVD available at Online Learning Modules	All PHNs	Within 1 month of hire	
<b>Violence Prevention Unit 1, Unit 2 and Unit 4 Online Learning Modules</b>	These online modules provide an overview of the Provincial Healthcare Violence Prevention Program and an introduction to violence prevention in healthcare.	Available through LMS	All PHN’s	Within 3 months from hire	
<b>WHO Growth Charts Online Learning Module</b>	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 1 month of hire	
<b>PPH General Orientation Sessions - Available January, May, September</b> All sessions require in person attendance Calendar posted on Extranet > Programs >PPH > Orientation (Call 204-940-3152 to register)					
<b>Breastfeeding (BF) overview</b>	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 <sup>st</sup> available session after hire	
<b>Breastfeeding Part 1 &amp; 2</b>	Reviews Breastfeeding Guidelines and all aspects of BF and issues/concerns that can arise with BF mothers		CA PHNs	1 <sup>st</sup> available session after hire	
<b>CD and iPHIS Orientation</b>	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.		All PHNs	3 - 6 months after hire	

<b>Community Development &amp; Health Equity</b>	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-readings and discussion questions available at Online Learning Modules	All PHNs	1 <sup>st</sup> available session after hire	
<b>General Documentation</b>	Overview about client documentation forms, standards and guidelines		All PHNs	1 <sup>st</sup> available session after hire	
<b>PPH Prenatal, Postpartum and Early Childhood Services Overview</b>	Description of PHN postpartum services and discussion of HPECD program		All PHNs	1 <sup>st</sup> available session after hire	
<b>PPH Prenatal, Postpartum and Early Childhood Services Parts 1 &amp; 2</b>	Reviews service standards and Clinical Practice Guidelines (CPGs)	Pre-readings are available through Online Learning Modules	CA PHNs	1 <sup>st</sup> available session after hire	
<b>Home Phototherapy and Metabolic Screening</b>	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 <sup>st</sup> available session after hire	
<b>Communicable Disease, Enteric Illness follow-up</b>	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.		All PHNs	3-6 months after hire	
<b>Introduction to Public Health</b>	Introduction to WRHA PPH program Goals, Model, Strategic Plan and Services		All PHNs	1 <sup>st</sup> available session after hire	
<b>Introduction to PPH Partners</b>	Introduction to programs and services that are partners with PPH program		All PHNs	1 <sup>st</sup> available session after hire	

<b>Immunization Guidelines &amp; MB Health Schedule</b>	Overview of the WRHA immunizing guidelines, Influenza and school immunization programs as well as the Mb Health Immunization Schedule. Prerequisites for this session are completion of the online readings prior to attending. PHNs are also to arrange for a CD Coordinator to observe immunizations being provided at a clinic once this session and online readings have been completed prior to being able to immunize independently.	Pre-readings are available through Online Learning Modules	All PHNs	Must be completed before PHNs can immunize	
<b>MIS recording (Manitoba Information System)</b>	Learn the roles and responsibilities for completing the monthly statistical forms specific to your program		All PHNs	1 <sup>st</sup> available session after hire	
<b>Panorama Immunization training</b>	This 2 day training will focus on the Immunization component. Day 1 is an introduction to Panorama and will provide the knowledge for how to use the Panorama program to access immunization records and how to document immunizations provided to individuals. Day 2 will focus on the use of Panorama when providing immunizations to clients within a Mass Event (i.e.: school, flu, outreach clinics)	Pre-readings are available through Online Learning Modules	All PHNs	Must be completed before PHNs can immunize	
<b>Perinatal Mental Health</b>	Overview of literature, family & cultural perspectives on perinatal mental health, resources and referrals to MH services.		All PHNs	1 <sup>st</sup> available	
<b>Postpartum Care Map Documentation</b>	Introduction and review about care mapping and transfer variance form		CA PHNs	1 <sup>st</sup> available session after hire	
<b>Prenatal Services</b>	An overview of prenatal health, referrals, services, and resources		All PHNs	1 <sup>st</sup> available session after hire	
<b>Role of the Clinic Nurse Specialist and Public Health Nurse</b>	Introduction to the roles of the PHN & CNS within PPH		All PHNs	1 <sup>st</sup> available session after hire	
<b>Use of Sling Scales</b>	Discussion of practice guidelines to minimize injury when using sling scales	Bring sling scale to session	CA PHNs	1 <sup>st</sup> available session after hire	



<b>Working with Families</b>	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 <sup>st</sup> available session after hire	
<b>Other Training Sessions</b> Staff are to register for these training sessions as per the time frame from hire date. LMS refers to Learning Management System <a href="https://manitoba-ehealth.learnflex.net">https://manitoba-ehealth.learnflex.net</a>					
<b>Aboriginal Cultural Awareness</b>	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 LMS	All PHNs	As soon as possible after hire	
<b>Accountability in Action</b>	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 LMS	All PHNs	In 2nd year after hire	
<b>Applied Suicide Intervention Skills Training (ASIST)</b>	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	
<b>Core Parent Survey Training</b>	The 5 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	PHNs cannot complete Parent Survey assessments until certified through this training	
<b>Advanced Parent Survey Training</b>	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	

<b>Mental Health First Aid (MHFA) training</b>	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	
<b>Non-Violent Crisis Intervention</b>	The Crisis Prevention Institute (CPI) developed the Nonviolent Crisis Intervention Training (NVCI). Basic proven crisis intervention techniques to defuse disruptive and assaultive behavior		All PHNs	6-12 months after hire	
<b>Triple P Brief Intervention Training, Accreditation</b>	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	
<b>Towards Flourishing</b>	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 <sup>st</sup> available session	
<b>Winnipeg Integrated Services</b>	<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		All PHNs	6- 18 months after hire	