

WRHA Public Health Nurse Orientation Checklist

Instructions: All staff 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. 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 https://manitoba-ehealth.learnflex.net/users/index.aspx</p> <p>Sessions held monthly</p>	All PHNs	As soon as possible (ASAP) after hire	
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; ‘Working Together’ pamphlet	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	
Extranet, Shared folders, Nursing Skills online	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	
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	
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>					
Accessibility for Manitobans- Customer Service	This training is a legislated requirement for all staff. 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.	Online Learning Modules or LMS	All PHNs	Within 1 month of hire	
Breastfeeding Friendly Initiative	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.	Online Learning Modules or LMS	All PHNs	Within 1 month of hire	

Baby Friendly Initiative 20-hour WHO Breastfeeding Course	This online learning package provides information on the assignments that are to be completed prior to attending the in-person course.	Online Learning Modules	CA PHNs and Dietitians	Must be completed prior to attending in person session	
Education Program for Immunization Competencies (EPIC)	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 in person “WRHA Immunization Guidelines and MB Health Schedule Orientation” session. Approximately 14 hours to complete.	Online Learning Modules under Immunization Orientation Program	All PHNs	Must be completed before PHNs can immunize	
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 Promotion & Community Development Online Learning Package	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/	Online Learning Modules or LMS	All PHNs	Must be completed within 3 months of hire or prior to attending in person session	
Healthy Parenting and Early Childhood Development (HPECD) Database training (Momentum)	This online training video covers computerized entries for HPECD services. The video takes approximately 30 minutes to view.	Online Learning Modules	CA PHNS	Must be completed prior to working independently with families	
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	Online Learning Modules or LMS	All PHNs	Within 3 months of hire	

Immunization Guidelines and MB Health Schedule	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 under Immunization Orientation Program	All PHNs	Prior to the 1 st available in person session after hire	
Infant Style-Sling Scales	In office reading for the use of Infant Style- Sling Scales	Online Learning Module	CA PHNs	Within 1 month of hire	
Information Security Awareness	This online course provides training and awareness for information security as well as WRHA policy regarding information technology usage at the WRHA. It will take approximately 30 minutes to complete this course.	Online Learning Modules or LMS	CA PHNs	Within 1 month of 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. This module takes approximately 45 minutes to complete	Online Learning Modules or LMS	All PHNs	Within 6 months after hire	
Management of Hyperbilirubinemia & Newborn Metabolic Screening	Review video “Management of Hyperbilirubinemia & Newborn Metabolic Screening” prior to attending “Home Phototherapy and Metabolic Screening” orientation session	Video available at Online Learning Modules	CA PHNs	Prior to the 1 st available in person session after hire	
MIS recording (Manitoba Information System)	Overview of the MIS guidelines and the form used to complete monthly reporting statistics	Online Learning Modules	All PHNs	Prior to working independently with families	
PHIMS (formally known as Panorama) Online Learning Module	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	

Perinatal Mental Health	In office readings of the Perinatal Mental Health Service Delivery Standards and Clinical Practice Guidelines, Perinatal Mental Health Toolkit and to view the video “Life with a New Baby”	Online Learning Modules	All PHNs	Prior to attending the in person Perinatal Mental Health Orientation session	
Population and Public Health HPECD Service Delivery and Professional Practice Model	In office reading of the PPH Professional Practice Model; Provincial Public Health Standards: Prenatal, Postpartum and Early Childhood; Supplement document; Newborn Nursing Care Pathway; Postpartum Nursing Care Pathway and PPH Professional Practice Model. View the Provincial Public Health Standards: Prenatal, Postpartum and Early Childhood Webinar series	Online Learning Modules	CA PHNs	Within 1 month of hire	
Tummy Time and Plagiocephaly	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; or LMS	All PHNs	Within 1 month of hire	
Violence Prevention Unit 1, 2, 3, & 4; Cultural Safety and Trauma Informed Care; How the Brain Works Online Learning Modules	These online modules provide an overview of the Provincial Healthcare Violence Prevention Program and an introduction to violence prevention in healthcare.	Online Learning Module or LMS	All PHN's	Within 3 months from 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 1 month of hire	

Working with Families	Review video “ Working with Families” prior to attending the “Working with Families” orientation session	Video available at Online Learning Modules	All PHNs	Within 1 month of 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)					
Baby Friendly Initiative 20 Hour WHO breastfeeding course:	This 2 day course will provide you with information by promoting, protecting, and supporting both breastfeeding and best practice with newborns when caring for clients and families. Staff are to come prepared by completing the assignments for the Baby Friendly Initiative 20-hour WHO course available in the Online Learning Packages.	Pre-readings and assignment questions available at Online Learning Modules	For all community area PHNs and Dietitians (Practicum nursing students may attend where space is available)	1 st available session after hire	
CD and iPHIS Orientation	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.	Pre-readings available at Online Learning Modules	All PHNs	3 - 6 months after hire	
Communicable Disease, Enteric Illness follow-up	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.	Pre-readings available at Online Learning Modules	All PHNs	3-6 months after hire	

General Documentation	Overview of the WRHA policies for general documentation		All PHNs	1 st available session from hire	
Health Equity Promotion & 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-readings and discussion questions available at Online Learning Modules	All 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	Video available at Online Learning Modules prior to attending	CA PHNs	1 st available session after hire	
Introduction to Population and Public Health	Introduction to WRHA PPH program Goals, Model, Strategic Plan and Services		All PHNs	1 st available session after hire	
Introduction to Nursing Roles in Population and Public Health	A brief presentation of nursing roles within Population and Public Health (PPH), an overview of the WRHA Professional Practice Model (PPM) for Public health Nurses, introduction to different PPH teams in which nurses work, and a short walk through the centralized PHN service sites.	Pre-readings are available through Online Learning Modules	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	

Immunization Guidelines & MB Health Schedule	<p>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.</p>	<p>Pre-readings are available through Online Learning Modules</p>	<p>All PHNs</p>	<p>Must be completed before PHNs can immunize</p>	
Neighbourhood Explorer Toolset (NETS)	<p>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.</p>		<p>All PHNs</p>	<p>1st available session after hire</p>	
Panorama Immunization training	<p>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)</p>	<p>Pre-readings are available through Online Learning Modules</p>	<p>All PHNs</p>	<p>Must be completed before PHNs can immunize</p>	
Perinatal Mental Health	<p>Overview of literature, family & cultural perspectives on perinatal mental health, resources and referrals to Mental Health services.</p>	<p>Pre-readings available through Online Learning Modules</p>	<p>All PHNs</p>	<p>1st available session after hire</p>	
Prenatal Services	<p>Overview of prenatal health, referrals, services, and resources</p>		<p>All PHNs</p>	<p>1st available session after hire</p>	

Working with Families	An introduction to respectful, nonjudgmental, work with families	View the video & complete the 'FFS Tool- a Learning Module for PHNs' Available at Online Learning Modules	All PHNs	1 st available session after hire	
Other Training Sessions					
Staff are to register for these training sessions as per the time frame from hire date. LMS refers to Learning Management System https://manitoba-ehealth.learnflex.net					
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	TMs to arrange registration through Healthy Child Manitoba	CA PHNs	9-12 months after attending Core Parent Survey Training	
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.	Register through LMS	All PHNs	1- 1 ½ years from hire	
Core Parent Survey Training	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	TMs to arrange registration through Healthy Child Manitoba	CA PHNs	PHNs cannot complete Parent Survey assessments until certified through this training	
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.	Prior to registration discuss timing of session with Team Manager Available through LMS	All PHNs	Discuss with TM as to timing and availability of session	

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	