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
(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

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Legend:

PHN - Public Health Nurse
TM - Team Manager
AHCP – Antenatal Home Care Program PHN
HSHR – Healthy Sexuality and Harm Reduction PHN
ALL – TMs, PHNs, FFHVs, Students, OWs, PHDs and CDTs

FFHV – Family First Home Visitor
CA PHN - Community Area based PHNs
PN – Prenatal Connections PHN
TB – Tuberculosis PHN
PHD – Public Health Dieticians

Student – Nursing Senior Practicum Student
LR PHN - Lead Role PHNs
TH – Travel Health PHN
OW – Outreach Worker
CDT – Communicable Disease Technician

Competency	Description	Intended For	Complete Within	Type	Renewal
**Are you a NEW Employee to the WRHA or WRHA Community**

	Competency	Description	Intended For	Complete Within	Type	Renewal
Regional Orientation	**WRHA Corporate and Community New Employee Orientation "NEO21"**	*LMS course 1557: Virtual Regional Orientation 1/2 Day* 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. **NEO21** is an onboarding process that consists of 3 pillars: 1. The Welcome Page (http://tinyurl.com/NEO21WelcometoWRHA) 2. LMS Course Bundles 3. Facilitated In-Person Sessions **All newly hired PERMANENT 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.**	New Employee	First Available	LMS	
		**NEO Foundational Course Bundle:** (Every employee in the WRHA is required to complete all modules within Foundational Course Bundle)
	Abuse and Neglect Your Reporting Requirements	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	LMS	
	Accessibility for Manitobans – Customer Service	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	LMS	
	Active Shooter Armed Intruder	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	LMS	
	Fire Safety Code Red	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	LMS	Annual

	Competency	Description	Intended For	Complete Within	Type	Renewal
Regional Orientation	**Hand Hygiene**	This interactive learning module teaches who, what, where, why, when & how of hand hygiene. (15 mins)	All	First Week	LMS	2 years
	OESH: Orientation	This education module introduces workers to the fundamentals of occupational safety and health education as well as the organization's expectations for safety and health. Workers will learn about roles, rights and responsibilities and some of the hazards they might be exposed to during their daily functions. (20-30 minutes)	All	First Week	LMS	
	PHIA for Health Care	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. **You must renew this course and pledge every three years.** (20 – 40 Minutes)	All	First Week	LMS	3 years
	Respectful Workplace	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	LMS	
	Violence Prevention	**Unit 1.** Provides an overview of the Provincial Healthcare Violence Prevention Program and an introduction to violence prevention in healthcare. (30 mins)	All	First Week	LMS	
	Violence Prevention	**Unit 2.** Provides an overview of how building relationships can help to lessen and prevent violent incidents. (45 mins)	All	First Week	LMS	
	Active Offer of French Language Services	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	LMS	
	WHMIS	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	LMS	3 years
	NEO Bundles for Nursing/Allied Health/Clinical Support Staff:					
	Medication Reconciliation	Provides an overview of MedRec rationale, processes, and tools. (45 mins)	All PHNs Students	First Week	LMS	
	Personal Protective Equipment	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 Students and OWs/CDTS	First Week	LMS	2 years
	Point of Care Risk Assessment	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 Students and OWs/CDTS	First Week	LMS	2 years

	Orders of Committee-ship	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 Students	First Week	LMS	
	Violence Prevention	**Unit 3.** 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 Students	First Week	LMS	
	Violence Prevention	**Unit 4.** Provides an overview of how to manage violent, aggressive, and responsive behaviors. (40 mins)	All PHNs Students	First Week	LMS	
	Violence Prevention	**How the Brain Works.** An overview of the relationship between brain function and violence prevention. (15 mins)	All PHNs Students	First Week	LMS	
	Violence Prevention	**Cultural Safety and Trauma Informed Care**. An overview of how cultural differences and trauma-informed care relate to violence prevention. (15mins)	All PHNs Students	First Week	LMS	
	Wound Care Education - Level 1	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 Students	First Week	LMS	
Population and Public Health Orientation						
Office Orientation		• Building/Forms/Swipe Card/Access to Shared Drives/Extranet • Phone/Office Supplies/Equipment (bag/BP cuffs/curriculum books)	All	First Week	Admin	
Staff Responsibilities		• Job description and duties • Workflow/Phone/Calling in sick/Extended absence/Team meetings • Navigating Extranet, HPECD, Shared Drives, Nursing Skills online • Navigating the Healthy Parenting Winnipeg website	All	First Week	TM or Preceptor	
Team Overview		• 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 • Working Weekends (review Weekends Procedure Manual)	All	First Week	TM or Preceptor	
PHN Learning Plan		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	
Information Security Awareness		Clinical - An overview of the security risks and the best practices when working with the patient's personal health information. (10 mins) General - 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	LMS	

Routine Practices	Routine Practice PowerPoint self-learning presentation See https://professionals.wrha.mb.ca/old/extranet/ipc/routine-practices.php for further links and resources. (20 mins)	All	First Week	PowerPoint	2 years
Managing the Healthcare Environment	This 15-minute online course will provide training on how to effectively manage the healthcare environment.	All	First Month	LMS	
Baby Friendly Initiative (BFI) An Introduction	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	LMS	5 years
MIS Stats (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, PPH MIS guidelines and the PPH MIS data collection example scenarios.	All	First Month	Online	
Harm Reduction	Provides core concepts and principles of harm reduction with a focus on care relationships in the health care setting. (1 hour)	All	3 Months	LMS	
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. (30 mins)	All	6 Months	LMS	
Introduction to Injury Prevention	This course will provide an overview of basic theory and practical tools in injury prevention. (60 mins)	All	6 Months	LMS	
Suicide Assessment, Intervention & Monitoring (SAIM)	Foundational suicide risk assessment information. (30 mins)	All	6 Months	LMS	
RL6 Reporting	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. RL6 Support - WRHA Professionals	All	First Available	In Class	
Introduction to Population and Public Health	Introduction to WRHA PPH Conceptual Framework, Strategic Priorities and Services areas.	All	First Available	In Class	
Working with Families	An introduction to respectful, nonjudgmental, work with families. **Centralized team members to attend the first hour the of presentation.**	All	First Available	In Class	
General Documentation	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	
Health Equity Promotion	Participate in a discussion about Health Equity. Concepts, Data, Organizational Commitments, and Tools for Practice. Health Equity	All	First Available	In Class	
Manitoba Indigenous Cultural Safety Training (MICST)	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 LMS	

Indigenous Cultural Awareness (ICAW) Workshop	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 LMS
ASIST 11 (Applied Suicide Intervention Skills Training)	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 LMS
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), 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
Manitoba Collaborative Data Portal (MBCDP)	**Manitoba Collaborative Data Portal (MBCDP)** is a publicly accessible website which provides a knowledge base to promote evidence-informed community discussion, planning and action to maximize Health Equity, Social Justice, Public Accountability and Environmental Sustainability. To learn how to use the portal, from the website home page, navigate to the HELP tab and find "Getting Started". There you will find a 10-minute video tour as well as user manuals and additional video tutorials that will help you become proficient in using Mango Maps to visualize and extract the data you require.	All PHNs	6 Months	Online
Community Development	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. Winnipeg Regional Health Authority Community Development Framework; Practice Guideline for WRHA Public Health Nurses Working in Community Development	All PHNs	First Available	In Class
Practice Councils	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
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.	CA PHNS/ Students	First Month	Online
WHO Growth Charts	Review the Shared Health document titled "*QRG WHOGrowthCharts*" located on the R:\HPECD PROGRAM RESOURCES\Orientation\PDF copies of Learning Modules	CA PHNs Students	First Available	In Office

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	
Postpartum Assessment	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 Public Health Nursing: Postpartum Nursing Care Pathway 2019 (gov.mb.ca)	CA PHNs/ PN/Students	First Available	In Class	
Newborn Assessment	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 Newborn_Nursing_Care_Pathway.pdf (gov.mb.ca)	CA PHNs/ PN/Students	First Available	In Class	
Perinatal Mental Health	Overview of literature, family & cultural perspectives on perinatal mental health, resources and referrals to Mental Health services. **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". To be completed prior to attending session**	CA PHNs/ ANHP/PN/ Students	First Available	In Class	
Prenatal Services	Overview of prenatal health, referrals, services, and resources	CA PHNs/ ANHP/PN/ Students	First Available	In Class	
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. Review video "Management of Hyperbilirubinemia & Newborn Metabolic Screening" prior to attending Home Phototherapy and Metabolic Screening orientation session.	CA PHNs	First Available	In Class	
Step 2 Breastfeeding Essentials	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	First Available	Online	
Douglas College Breastfeeding Course for Health Care Providers	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/chestfeeding/human milk feeding counselling and lactation theory. It includes discussion forums, assignments and a final exam.	CA PHNs	Per TM	TM to Register	

Weekend Services		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	
HPECD Database training (Momentum)		The HPECD Healthy Parent Early Childhood Development Database Training 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/ FFHV/ Students	First Month	Online	
Tummy Time and Plagiocephaly		In office review of Tummy Time and Plagiocephaly.	CA PHNS/ FFHV/ Students	3 Months	Online	
Communicable Disease						
Communicable Disease, Enteric Illness follow-up Class #1		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	
CD and iPHIS Orientation Class #2		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	
Provincial PHIMS CD Orientation	**Introduction to PHIMS**	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. **No Prerequisite.**	CA PHNs	First Available	LMS MS Teams	
	Orientation to MHSC Communicable Disease Program & Clinical Policies	**Prerequisite: Introduction to PHIMS.** 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.)	CA PHNs	First Available	LMS MS Teams	
	Communicable Disease Investigation – Reporting for Clerks	**Prerequisite: Introduction to PHIMS.** 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.	CA PHNs	First Available	LMS MS Teams	

Communicable Disease Investigation – Reporting	**Prerequisite: Introduction to PHIMS.** This course provides an overview of PHIMS reporting function for Investigation. It includes: Video Tutorials and Key Links to Reference Guides.	CA PHNs	First Available	[LMS](#) MS Teams	
PHIMS: Investigation Management	**Prerequisite: Introduction to PHIMS.** This course provides an overview of Investigation Management in PHIMS. It includes: Video Tutorials/Key Links to Reference Guides and Practice Scenarios.	CA PHNs	First Available	[LMS](#) MS Teams	
PHIMS: Outbreak Management	**Prerequisite: Introduction to PHIMS.** This course provides an overview of Outbreak Management in PHIMS. It includes: Video Tutorials/Key Links to Reference Guides and Practice Scenarios.	CA PHNs	First Available	[LMS](#) MS Teams	
Immunization					
Immunization Certification and Anaphylaxis	Requirements for PHN's to obtain a *Certificate of Immunization Competency:* 1. **Review the following prior to the ½ day online learning session** • [Provincial Immunization Competency Guideline](#) • [Manitoba Provincial Anaphylaxis Protocol](#) • [Regional Immunization Manual | For Health Care Professionals | Winnipeg Health Region (wrha.mb.ca)](#) 2. **Attend ½ day online PHN Immunization Orientation session:** 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. 3. **Complete the online EPIC modules**: Education Program for Immunization Competencies (EPIC) 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** *Speak to your Team Manager regarding funding for modules* 4. **Arrange for a Lead PHN to observe immunizations being provided** 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. *To be arranged once all other requirements as above have been completed.*	CA PHNs	First Available	MS Teams	

Provincial PHIMS Immunization Orientation	**Orientation to MHSC Vaccine Program + Clinical Policies**	**Prerequisite: Introduction to PHIMS.** This course covers an overview of the MHSC Vaccine Program and key links to reference guides. The completion time for this course is approximately 90 minutes	CA PHNs	First Available	LMS MS Teams	
	Recording Individual Immunization	**Prerequisite: Introduction to PHIMS.** This course covers recording consent and immunization in PHIMS and includes video tutorials, training scenarios, and practice in the PHIMS Training environment. The completion time for this course is approximately 3 hrs.	CA PHNs	First Available	LMS MS Teams	
	Immunization & Inventory Report Training	**Prerequisite: Introduction to PHIMS.** This course covers an overview of PHIMS reporting function for Immunization and Inventory. It includes video tutorials and key links to reference guides. The completion time for this course is approximately 2 hrs.	CA PHNs	First Available	LMS MS Teams	
	Mass Immunization Event Training	**Prerequisite: Introduction to PHIMS.** 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. The completion time for this course is approximately 3 hrs.	CA PHNs	First Available	LMS MS Teams	
	Recording Immunization in a Mass Immunization Event	**Prerequisite: Introduction to PHIMS.** This course covers recording immunization in a Mass Immunization Event and includes video tutorials, training scenarios, and practice in the PHIMS Training environment. The completion time for this course is approximately 3 hrs.	CA PHNs	First Available	LMS MS Teams	
Families First Program						
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	
Towards Flourishing (TF)		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 FFHVs	Per TM	Workshop	
Families First Log Documentation		==NOW INCLUDED WITH GENERAL DOCUMENTATION== Review and bring a copy of the Guidelines to Completion of the Families First Home Visitor Log to the General Documentation session.	PHN RS FFHVs	First Available	In Class	
Growing Great Kids Tier I		Introduction to Growing Great Kids (GGK) curriculum and home visiting. Required 5-day training. **Cannot commence home visiting until certificate obtained**.	PHN RS FFHVs	Provincial Training	TM to Register	
Growing Great Kids Tier II		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. *Tier II is to begin within one month of completing Tier I and is to be completed within 12 months of access.*	PHN RS FFHVs	12 months from Access	GKI Academy	

Self–Assessment and Competency Development Plan	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 FFHVs	Tier II ongoing		
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. Workshops are organized by Mental Health Promotion and Prevention. Dates shared via TMs.	FFHVs	Per TM	Workshop	
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	