

Provincial Travel Nursing Team

Welcome to the *April Edition* of our PTNT Newsletter. This edition will highlight important information that is relevant to *you* as a frontline nurse.

Be In The Know

PTNT Latest Updates

UPDATE Shift Link: The official *soft launch* of the app went live **Tuesday March 18th**. All account activation emails were distributed to staff's work email on file. Please note that *all staff* are required to complete the app activation process- regardless of the sites +/- regions that you currently support. *Phase 2*- set to launch **April 23rd, 2025** will include the addition of all remaining sites within PMH, IERHA and SHSS that PTNT supports. If you have *not* received an account activation email, it may be due to one of the following reasons:

1. You have recently accepted a position and have not been fully onboarded into the program
2. You have recently onboarded but have not completed all the onboarding requirements
3. For *existing* onboarded staff: you have not completed the certification survey or submitted your certificates as requested by the educators
4. For *existing* onboarded staff: you have not identified sites you want to work at

Active Sites within Shift Link App:

SHSS

- Bethesda Regional Health Centre- All units
- Morris Hospital
- De Salaberry Health Centre

PMH

- Brandon Hospital – All units
- Minnedosa Health Centre- Emergency- Medicine unit
- Neepawa PCH
- Dauphin Health Centre – All units
- Swan River PCH

NEW How to Add Sites to Your ESP + Shift Link Workspaces- See attachment *PTNT; ESP + Shift Link- How to Add Sites to Your Account 2025*

Shift Link Video: *How to Navigate the App* [ShiftLink introduction for Frontline staff - YouTube](#)

Shift Link Nurse's Q+A Session: Virtual information session took place **March 20th + 24th**. If you were unable to attend the recording will be available for your viewing in the MS Teams *PTNT Nurse App* General Channel > *Shift Link*

UPCOMING NURSES WEEK

International Nurses Day is around the corner- running from **May 12th - 18th, 2025**. In support and recognition of the hard work, dedication and impact this team has had on countless patients and families across the province we would like to celebrate you!

- **Staff Recognition**- Do you know a fellow PTNT nurse who has had a positive impact on the staff, patients and communities they support? We are seeking **PTNT Nurse Nominations** to highlight each day of Nurse's Week!
 - Please email your submissions to PTNTEducators@sharedhealthmb.ca

IMPORTANT Guest Presence at Booked Accommodations: Staff who have accommodations booked by the region are responsible for notifying ***all*** accommodation sites when individuals not listed on the reservation booking are present within the room. Please note that this communication is essential and that staff are ***not*** to bring in unregistered/unconfirmed guests into their suites through side doors. These practices present safety concerns to all individuals within the respective site. This policy is universal for all nurses utilizes facilities across the province. Staff that continue to practice these behaviors may result in the inability to have accommodations booked with the associated regional site.

- Staff are only eligible for accommodations when they have been approved for a ***minimum of 2 shifts in a row***

NEW Online PTNT Forms and Reference Guidelines: Staff are now able to access commonly used documents on the Shared Health internet. These documents include-but are not limited to the Expense Claim Form + Reference Guide, Shift Adjustment Form, Sick Call Process and *more!*

- **How Do I Access the Website from Home?** Using a google search engine type in "Shared Health". Once directed to the **Home Page** select "Health Providers" in the **top right** corner of the screen. On the **Health Providers** page- select **Provincial Travel Nurse Team**

Shared Health Website: [Nursing - Shared Health - Health Providers](#)

UPDATE Shared Health Email Access from Home: Staff must access their work email from home ***at least once a month*** in order to maintain access from home. According to Service Desk- if staff do not access their work email at minimum once a month, their access will be revoked and require staff to reach out to their team manager to have access re-instated. Please note that the Multi-factor authenticator app is required to access your email from home.

- **How can you access your work email from home?** Click here- [Outlook Web App](#)
- **Having difficulty accessing your Shared Health Email at Home?** Staff are able to log in to ***any work computer*** with their regional login information (at a site they hold an EFT or are supporting as a PTNT nurse). Once staff have obtained access, using **Webmail**- staff are able to access their Shared Health email without the need for MFA configuration

NEW ESP Workspace Resources: Having difficulties navigating your ESP Workspace? Click the link below for How-To videos that walk you through different scenarios as well as giving you the opportunity to try it out!

Shared Health ESP Training Resources: [Training & Support - Shared Health - Health Providers](#)

What's New?

Clinical and Education Information

Reminder Upcoming LMS Renewals: Modules will be *due* by **May 31st, 2025**

- **Fire Safety Code Red** – **Annual Renewal** Required
 - **Information Security Awareness- General** – **Annual Renewal** Required
 - **Information Security Awareness- Clinical** -**Annual Renewal** Required
 - **Personal Protective Equipment** – Renewal **Every 2 years** Required
 - **PHIA for Health Care** – Renewal **Every 3 years** Required
 - **HSC- Safe Patient Handling- Theory Presentation** – **One Time** Completion
- Please check your **LMS learning history** to ensure that your modules are up to date.
**Failure to complete will result in a performance conversation with your primary manager

NEW Educational Requests: Looking to renew a certification that you currently hold or obtain a new certification that would compliment your current skillset and experience?

- Submit an educational request to the PTNT educators at PTNTEducators@sharedhealthmb.ca with the following information:
 - Name
 - Course interested in
 - Sites that you currently support that require said certification
 - If the course is offered at a specific location/date/time that you would like to attend- please include all pertinent details along with contact information for the course instructor
- **Note** All education registration/enrollment must come from the PTNT educators in order to be eligible to have your time paid and course costs covered. Registrations made at the discretion of a nurse without approval through PTNT will **not** be eligible for reimbursement +/- attendance pay.

UPCOMING Nursing Grand Rounds: On **May 13th** attend the free virtual Grand Rounds on the topic of *Safety and effectiveness of intravenous thrombolysis for acute stroke patients in the Manitoba TeleStroke Program*

- **Join Here:** [Zoom link](#)

UPCOMING Rady Faculty of Health Services Presents: ACS Network Heart Attack Day 2025:

Each year St. Boniface Hospital treats over 2,000 heart attack patients. The Manitoba ACS Network is dedicated to improving outcomes for these patients. *Want to learn more? See registration info below.*

- **Date:** May 2nd, 2025 | 0830- 1645
 - **Fee:** \$50.00 Nurses
 - **Registration:** [ACS Network Heart Attack Day 2025 – Continuing Professional Development – Rady Faculty of Health Sciences](#)
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FREE [EAP Virtual Workshops](#): Available for registration through LMS

- **April 24, 2025** – Balancing the Mind: Managing Stress and Anxiety in Personal and Professional Life (1200-1300)
- **April 23, 2025** – Financial Planning & Your Retirement (1800 – 2100)
- **April 29, 2025** – Effective Workplace Communication 101 (0900-1200)

FREE [Trekk- Translating Emergency Knowledge for Kids](#): Wanting to expand your knowledge of pediatric conditions and the current best practice treatments? Register below for these free virtual sessions

- **Registration:** [Pediatric Emergency Virtual Education Sessions - Winter - Spring 2025](#)
- **Trekk Website:** [Trekk - Translating Emergency Knowledge for Kids](#)

FREE [Drop-In Virtual Wellbeing Practice Sessions](#): The Provincial Wellbeing team is currently offering short, informal, 15- minute drop-in sessions to provide staff with a supportive, safe space to practice mindfulness techniques, stress management tools and self-care strategies.

- **How to Attend:** Click Here- [Wellbeing Hub - Shared Health - Health Providers](#)

FREE [Virtual Ethics Discussion](#): Have an interest in ethics and how nurses are faced with these hard questions? Join one of many upcoming ethics discussions that include **Reproductive Ethics, Resource Allocation, Ethics Issues in Acute Care and more!**

- **Register Here-** [Education | Health Care Ethics](#)
- **Missed a session?** View previous ethics discussions here: [Session Recordings | Health Care Ethics](#)

REMINDER [PTNT Virtual Onboarding Orientation](#): 90-minute virtual presentation via MS Teams led by our educators and managers. Reviews available incentives, per-diems, Platforms used by the program and how to navigate them, scheduling, expense claim form, and more. If interested, please reach out to your team manager to register

Collective Agreement

Manitoba Nurses Union: Are you wanting to know who your MNU Labor Relations Officer is for PTNT?

- The Provincial Travel Nurse Team falls under **Local 161**
- **Christine St. George** is the LRO for Local 161
 - Email: cstgeorge@manitobanurses.ca

MNU: Full Time Salary Enhancement: Please see the attached Shared Health documents regarding the FTE salary enhancement that commences **April 1st, 2025**.

Key Notes:

- **1.0 EFT nurses** [LPN, ORT I + II, Nurse II + III] will see an **immediate** additional **\$5.95 per hour** salary enhancement for hours worked between April 1, 2025 and March 27, 2027
- **Part-time EFT + Casual status** nurses have the opportunity to achieve the full-time hours criteria and receive the \$5.95 per hour salary enhancement payment through 2 payment periods during the year
- **How does this apply to PTNT?** A casual nurse with PTNT is **eligible** for the incentive as outlined by MNU. For more information, please review the MNU website at [Home | Manitoba Nurses Union](#)

Regional Updates

Interlake Eastern Regional Health Authority

Pine Falls Accommodations Update- Staff utilizing accommodations associated with Pine Falls Hospital are eligible to utilize the bedding provided by the facility. However- if a staff member opts to provide their own bed linens they are **no longer** able to leave it on site and must remove it upon completion of their stint.

- **Key Use:** Staff are to leave the key in the designated accommodations room upon departure from their accommodations.

Fun Facts



Did you know that **International Nurses Week** is framed around the anniversary of **Florence Nightingale's** birth as a day to honor the contributions that nurses make to society?

Are you curious about the key differences for nurses between PTNT and Private Agency?

| | Agency | PTNT |
|--------------------------------|--|---|
| Manager | Managed and employed by third-party private agency | Managed through collaborative efforts Shared Health- Employer Region assigned facility- operational manager |
| Orientation | Minimal orientation | 1-2 days orientation for casual nurses. Comprehensive orientation for EFT nurses |
| Intranet | No access | Access to all regional intranets |
| Ongoing & Continuing Education | Register and pay for courses on own | Follow SOP created at Implementation Committee to provide access to education in the regions. |
| MNU | Not a member | Supported by MNU |

Provincial Travel Nurse Team Contact List

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