

Employee Information	
Employee Name:	
Orientation Date (DD/MMM/YY):	
Prior Surname(s) (if applicable):	LMS username:
Checklist	Date Completed
Note: If not applicable based on job function write 'N/A' in <u>Date Completed</u> column and initial	DD/MMM/YY
1.0 To Complete Upon Hire	
<p>Security Checks for Employment – (original copies must be submitted to your manager within the first 6 months of employment)</p> <p>Policy: http://home.wrha.mb.ca/corp/policy/files/20.30.040.pdfhttps://policies.sharedhealthmb.ca/document/10/human-resources/945/320-100-136-security-checks-for-employment.pdf</p> <ul style="list-style-type: none"> • Criminal Record Check including a Vulnerable Sector Search (CRC) • Child Abuse Registry Check (CARC) • Adult Abuse Registry Check (AARC) 	<p>Date original or 'true copy' sent to Shared Health HR</p> <p>CRC _____</p> <p>CARC _____</p> <p>AARC _____</p>
<p>Shared Health Photo Identification</p> <p>Email passport like photo to PTNT clerical team at email listed below with the required subject line. ID will be mailed to home address following submission. Further communication and information will be provided post submission.</p> <p>SHProvincialTravelNurseTeam@sharedhealthmb.ca</p> <p>Subject Line: Photo ID- Last Name, First Name (Example: Photo ID- Singer, Lisa)</p>	
1.1 Program Onboarding Criteria Refer to Program Onboarding Criteria Document on Program Website. Staff will be unable to gain access to sites and pick up shifts until all items are completed.	
Provincial Travel Nurse Team Website Nursing - Shared Health - Health Providers	
1.2 Access to Required Platforms Staff are required to ensure access to all items below. For additional support please contact your program manager or Service Desk where applicable. Service Desk: 204-940-8500	
PTNT Login Credentials: Staff will be receiving an email containing Regional Network ID's, eChart, Pyxis and EPR login ID's and passwords. Staff must save this information as they are integral to your success in the program. Their purpose will be reviewed in your orientation.	
Submit Authentication Questions to Service Desk Staff will receive required documents in an email from our administrative team. Please complete and submit to Service Desk as soon as received. Failure to complete will prohibit staff from requesting changes to their own accounts.	
Log in to Work Email from Home using Outlook: Remote Access – Digital Health – Health Providers Staff with an existing work email from any SDO in Manitoba can continue to utilize their email for PTNT purposes. Staff who are not currently employed in an SDO in Manitoba will be provisioned a Shared Health email. Staff are to ensure their ability to login to this account prior to their Virtual Meet and Greet. Email address and temporary password will be provided in an email from our administrative team.	
Set Up Multi-Factor Authenticator App	

If you have not already done so. Please reference the resource documents available on the PTNT Website.	
Login to Workforce ESP Account – Kronos Workforce Central® New Users: Staff must log in from a digital health computer in order to configure your account. If you do not have access to a work computer, please contact our educator team to support this task. Nurses are responsible for verifying the accuracy of their ESP portal prior to each pay period and to notify their team manager of any discrepancies	
Creating HEB Manitoba Portal Account- HEB Manitoba Home Create and log-in to account. Staff with an existing account will have PTNT added as a secondary employer within their existing account. Review and complete benefits, pension and life insurance package information if applicable.	
2.0 LMS Modules Below Must Be Completed Within Your Probationary Period The probationary period refers to 6 calendar months from your date of employment. For variations related to the probationary period, please refer to the collective agreement.	
Abuse and Neglect- Your Reporting Requirements- <i>Revised as of November 2024</i> (45 mins) If module was completed <i>prior to December 1st, 2024</i> , staff will be required to re-do it due to updated legislature	
Accessibility for Manitobans – Customer Service – eLearning-7 (35 minutes)	
Accessible Information and Communication standard- (35 minutes)	
Active Offer in Healthcare (10-15 minutes) <ul style="list-style-type: none"> English: LMS-2016 French: LMS-2034	
Active Shooter – Armed Intruder – PMH-239 (10 minutes)	
B. Braun Infusomat Infusion Pump [For Acute Care Nurses Only] (60 minutes)	
Blood Transporter- (20 minutes) Renewal required every year	
eChart Fundamentals- Shared Health Online (30 minutes) Please click link to review the training video: eChart Fundamentals on Vimeo	
*Intro to EPR (15 minutes)	
EPR Patient Information (30 minutes)	
EPR Clinical Documentation Intro (10 minutes)	
EPR Documents- Creating and Editing (25 minutes)	
Harm Reduction (60 minutes)	
Hazardous Medication and Waste Safe Handling (15 minutes) Renewal every 2 years	
MDI (Medical Device Incident) and Product Complaint Reporting in RL (30 minutes)	
Medication Reconciliation (MedRec) (45 minutes)	
NEWS2: National Early Warning System (30 minutes)	
OESH Orientation (30 minutes)	
Point of Care Risk Assessment – eLearning-18 (15 minutes)	

Pyxis: Medstation Basics (15 minutes)	
Respectful Workplace – PMH-201 (35 minutes)	
Safe Patient Handling- Hands on Presentation Renewal required every 3 years – To be booked by educators at respective sites if you do not have an up-to-date certificate Shared Health Safe Patient Handling Reference Videos: SH- Safe Patient Handling Reference Videos	
Shared Health – Virtual New Employee Orientation – LMS-1576 (150 minutes) To be taken within the first six (6) months of employment. Sign up for the course through LMS. If you have completed a Regional New Employee Orientation within the last 5 years and provide documented proof of attendance to the PTNT Educators, then you are not required to complete this module.	
Suicide Assessment, Intervention + Monitoring (30 minutes)	
Transfusion Medicine Best Practice- (45 minutes) Renewal required every year	
Violence Prevention: Cultural Safety & Trauma Informed Care – eLearning-15 (15 minutes)	
Violence Prevention: How the Brain Works – eLearning-14 (15 minutes)	
Violence Prevention Unit 1 – eLearning-8 (30 minutes)	
Violence Prevention Unit 2 – eLearning-9 (45 minutes)	
Violence Prevention Unit 3: WRHA/Shared Health – eLearning-10 (20 minutes)	
Violence Prevention Unit 4 – eLearning-11 (40 minutes)	
WHMIS – LMS-1207 (30 minutes) Renewal required every 3 years	
Workforce ESP: Employee Self Service (30 minutes)	
Wound Care Level 1-1: Wound Prevention (30 minutes) Renewal every 2 years	
Wound Care Level 1-2b: Types of wounds for health care professionals (30 minutes) Renewal every 2 years	
Wound Care Level 1-3: Wound Assessment (30 minutes) Renewal every 2 years	
Wound Care Level 1-4: Wound Treatment (30 minutes) Renewal every 2 years	
3.0 To Be Completed Post First Pay-Period	
SOGICA Vault – Sign up for pay statements after your first pay period Create Your Account and Log In Please refer to the Pay Period Calendar on the PTNT website to determine when eligible to create account.	
Employee Declaration	
I acknowledge that I have attended the PTNT New Employee Orientation and will complete all the outlined requirements set forth by the Provincial Travel Nurse Team within the designated probationary period.	
Employee Name (print):	
Date (DD/MMM/YY):	

Manager/Educator Declaration	
I confirm that the individual noted above has been completed as outlined in this document all the requirements set forth by PTNT within the designated probationary period and that the employee has received all necessary explanations where required	Employee Signature:
Manager/Educator Name (print):	
Date (DD/MMM/YY):	
Manager/Educator Signature:	
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