

# Provincial Travel Nursing Team

Welcome to the **May 2025 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- Scheduling-ShiftLink:**

PTNT is now using **ShiftLink** for nurses to view needs and bid on shifts in most regions. Important communication was emailed on April 29<sup>th</sup>, 2025 to all PTNT nurses about changes to scheduling.

### **Highlights:**

- **IERHA** Go-Live is **May 16<sup>th</sup>, 2025**. The first posting of outstanding and short call needs to **Shift Link** will be on **May 27<sup>th</sup>, 2025**
- **PMH** will be changing the amount of time shifts will be posted for in the posting period from **7 days down to 72 hours**. **Effective May 23<sup>rd</sup>** all shifts will be uploaded into **ShiftLink** and awarded by **May 27<sup>th</sup>**.
- **SHSS**- use **ESP** self -service for posting/awarding (until further notice) and **ShiftLink** for all outstanding and short call needs. A change in practice effective immediately:
- **NRHA**- No change- utilize availability form.
- Need to schedule a **new site orientation shift** or book **accommodations**? Simply fill out the new **PTNT Accommodation Request and Orientation Request Form** which is attached to this newsletter. It will also be available on the **Shared Health- Health Providers website**. Please note that you are unable to request Orientation and/ or Accommodations for shifts less than 14 day away.
- Please review the **PTNT Scheduling Resource Guideline** which is also attached, for regional reference.

*Experiencing difficulties with your shift link account? Please reach out to your team manager. Additional support can be provided by Shift Link through: [info@shiftlinkapp.com](mailto:info@shiftlinkapp.com) or 1-877-744-3821*

### **UPDATE- PTNT Leadership Team:**

**Laurel Flaming Demler** has resigned from her role as a Manager of Health Services with PTNT- effective **May 2<sup>nd</sup>, 2025**

- She was an integral member of the PTNT team and we wish her all the best in her future role.
- PTNT Nurses who previously reported to Laurel Flaming Demler can report to **Andrea Funk** in the interim. See contact info below.

## **UPDATE- Shared Health- Health Providers Website:**

**Our Website has been updated!** This is now your one-stop-shop to all PTNT important documents and forms. We encourage all nurses to familiarize themselves with this site. Here is where you will find:

- Shift Link Resources
- Links to access programs such as: LMS, Shift Link, ESP & More
- Expense Claim Form + Reference Guide
- Education Request Form
- 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](#)

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## **NEW- Site Access request form**

*Are you wanting access to new sites to see needs and bid on shifts?* Simply fill out the new **Site Access Request Form** which can be found on the **Shared Health- Health Providers** website as noted above.

- Click here to access the form: [Site Access Request Form](#)
- Nurses can choose a maximum of 5 site requests per region
- Please allow **3-5 business** days for your request to be reviewed and processed
- Denied site requests will be communicated with rationale

*How do I browse sites that are launched with PTNT?* Simply open the form and scroll through without clicking submit at the end.

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## **IMPORTANT- Travel Reasonability**

PTNT nurses must bid for a **minimum of 2 consecutive shifts** to be considered for a shift assignment when:

- Site is below the 53<sup>rd</sup> parallel
- Site is greater than 200 kms from home address (one-way)
- Shifts are bid for during the posting and awarding period

*Awarding of outstanding/ short call needs at sites greater than 200 kms from home address will be at the discretion of the region*

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## **IMPORTANT- Expense claim form updates**

### **Requests for changes to your claim are time sensitive**

If you have received a request to modify your expense claim form prior to approval, you will have **10 business days** to do so before the claim is cancelled. You will receive email reminders regarding the status of your claim. If you are unsure about the request of your claim, please reach out to your primary manager ASAP.

### **Reminder: submission date**

The last date in a nurses' travel assignment cannot be the same date listed as date of submission on the expense claim form.

### Reminder that all claims are verified

Each and every expense claim form that is submitted has to be manually verified. We would like to remind all PTNT Nurses to follow the **Nursing Code of Conduct**- to use best judgement and be truthful about your claims.

- If staff are carpooling to a site, only **one** staff member is able to claim mileage on the expense claim form

# What's New?

## Clinical and Education Information

### **IMPORTANT & NEW** CTAS (Canadian Triage and Acuity Scale) For Emergency trained nurses

**NEW CTAS** updates have been rolled out by NENA (National Emergency Nurses Association). All ED trained nurses in Manitoba who perform triage duties are **required** to take the updated CTAS course by **June 30, 2025**. Courses are being offered in all SDO's with virtual and in-person options.

- PTNT Nurses must first seek this education through their home region/ site.
- Casual ED nurses who are requesting to take this course through PTNT must fill out an **Education Request Form** which can be found on the **Shared Health- Health Providers Website**.
  - Click here for the form: <https://forms.office.com/r/CyLBicaN2J>
  - *If you have self-registered for this course without pre-approval, there is no guarantee that you will be paid for education time*
- Reminder to submit your updated CTAS certificate to the PTNT Educators to update your employee education file
- Please reach out to the PTNT Educators if you have additional Questions

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### **UPDATES-** LMS

#### **Addition of Abuse and Neglect Reporting**

The LMS module **Abuse and Neglect – Your Reporting Requirements** has been updated to reflect revisions made to legislation. It is now a requirement that all PTNT staff complete the updated module.

- PTNT Nurses are required to complete this revised course, regardless of previous completions.
- Please ensure you have completed this module by **May 31<sup>st</sup>, 2025** along with the additional PTNT LMS renewal requirements as listed below

#### **Retired Modules**

The following LMS modules have been retired and are not longer required to be completed by PTNT nurses:

- **Information Security Awareness- Clinical** (10 minutes) Renewal required every year
- **Information Security Awareness- General** (10 minutes) Renewal required every year

Please refer to the **New Employee Orientation Checklist** for the full list of all required LMS modules

## **REMINDER Upcoming LMS Renewals:** Modules will be *due* by **May 31<sup>st</sup>, 2025**

Based on the PTNT LMS Renewal Calendar: [ptnt-lms-renewal-guidelines.pdf](https://www.ptnt.ca/ptnt-lms-renewal-guidelines.pdf)

- **Fire Safety Code Red** – **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*

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## **IMPORTANT- Reporting issues with B.Braun Pumps**

It is widely known that there have been issues with B.Braun pumps provincially in acute care settings. If you experience an issue, it is crucial that you formally report the concern.

- **Large Volume Pump and IV Tubing Product Complaint Forms** are now a direct link on the main **Intranet** page in each SDO.
- Click here for the **Shared Health complaint form**- Note, you **must** be on a Shared Health computer to access: [Provincial Equipment Complaints - Shared Health - Health Providers](#)
- Leadership requires these formal product complaints to take back to suppliers and implement change or product substitutions.

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## **UPCOMING EDUCATIONAL OPPORTUNITIES**

Please refer to the [Shared Health Communications Newsletter- The Weekly Roundup](#) for updates and opportunities that are available to you as a Shared Health Employee. Highlights include:

### **Mental Health Week May 5 - 11 | Discover Wellbeing Supports Available to You**

- [May Calendar of Drop-in Virtual Wellbeing Practice Sessions](#)
- [Article: Taking Care of You While Caring for Others](#)
- [Read Stories of Wellbeing Champions](#)
- [Visit the Provincial Wellbeing Hub](#)
- **Free: Virtual EAP workshops**- available for registration through LMS

### **Nursing Grand Rounds - Safety & Effectiveness of Intravenous Thrombolysis for Acute Stroke Patients in the Manitoba TeleStroke Program May 13 | 12 - 1 p.m. | Zoom**

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

### **Blood Disorder Day 2025- May 30, 2025 | 8 a.m. – 4 p.m. | Hybrid**

- a full-day symposium designed to enhance your clinical expertise and improve patient care
- **Join Here:** [Register here.](#)

### **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](#)

# Regional Updates

## NRHA-Northern Regional Health Authority

**Absorb account**- PTNT nurses that support NRHA are encouraged to create an Absorb account

- Absorb access is **required** for staff who are requesting and attending educational events with NRHA
- Instructions on how to create an Absorb account with PTNT are attached

## SHSS- Southern Health-Santé Sud

**Dementia Care**- Education opportunity for nurses supporting PCH sites

- Dates offered:
  - **Wednesday May 14<sup>th</sup>** at Boyne Lodge
  - **Tuesday May 27<sup>th</sup>** at Gladstone Health Center
- Session is free – Paid Education time is not available
- Staff may register through: [Southern Health StaffNET](#)

## Fun Facts

### NURSES WEEK May 12-18, 2025

Dear **Dream Team**:

On behalf of PTNT Leadership, we would like to sincerely wish each PTNT nurse a Happy Nurses Week. Your continued support and willingness to travel across Manitoba to care for patients and families is widely appreciated.



Please take some time to read through positive feedback that has been received:

*“They get to know the staff, patients and routines and are really good at building the team.”  
(Regional site manager)*

*“The PTNT nurses that come to Dauphin have been exceptional. We depend on the great nurses and their knowledge, compassion and great critical thinking skills to take care of the patients in our care. Thank you nurses for coming and working alongside us and our team!  
We appreciate you!”*

(Manager Health Services- Medicine, ER & SCU- Dauphin Regional Health Centre)

*“PTNT nurses are some of the happiest and most friendly nurses you’ll ever meet  
PTNT nurses are great team players; they work with the site, and management, to problem-solve resident and site concerns  
PTNT nurses are very personable with residents and staff. They also fit in with the site team so well you’d never guess they were PTNT nurses vs site nurses.  
PTNT nurses are resident-focused; residents and families provide positive feedback for the care they provide  
PTNT nurses are welcomed and supported in our community. Many have developed personal friendships with staff outside of work; it’s great to see them at community events! It’s great to see them take pride in the communities they practice in!”*

(Manager Health Services- LTC Swan River Valley PCH)

## Provincial Travel Nurse Team Contact List

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### Secretary- Timekeepers

[SHProvincialTravelNurseTeam@sharedhealthmb.ca](mailto:SHProvincialTravelNurseTeam@sharedhealthmb.ca)

### Educator/ Coordinators:

[PTNTEducators@SharedHealthMB.ca](mailto:PTNTEducators@SharedHealthMB.ca)

**Kirstyn Snyder, RN BN**  
Phone: 204- 430-5654

**Lisa Singer, RN BN**  
Phone: 431-371-4628

### Managers

**Amber Reichert RN BN**  
Manager Health Services - Provincial Travel Nurse Team  
Location/Mail: HSC Finance – 791 Notre Dame Ave, Winnipeg, MB R3E 0M1  
**Email:** [areichert2@sharedhealthmb.ca](mailto:areichert2@sharedhealthmb.ca) | Phone: 431-323-2451

**Chelsey Bremner RN BN**  
Manager Health Services- Provincial Travel Nurse Team  
Location/Mail: HSC Finance – 791 Notre Dame Ave, Winnipeg, MB R3E 0M1  
**Email:** [cbremner@sharedhealthmb.ca](mailto:cbremner@sharedhealthmb.ca) | Phone: 431-374-0984

**Andrea Funk**

Manager Health Services - Provincial Travel Nurse Team

Location/Mail: HSC Finance – 791 Notre Dame Ave, Winnipeg, MB R3E 0M1

**Email:** [afunk3@sharedhealthmb.ca](mailto:afunk3@sharedhealthmb.ca) Phone: 431-371-0859

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