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Provincial Travel Nurse Team Monthly Newsletter

May 2026

Be In The Know

Latest Program Updates



Provincial Posting + Awarding Timeline

Recently, a memo was distributed regarding changes to the regional posting and awarding calendars as all health regions in Manitoba transition to a **provincial scheduling timeframe**

While the goal is for all sites to fully adopt the new schedule, we ask for your patience as the various regions and sites implement this change. There may be some variability in posting timelines at certain sites in the near future. The revised posting and awarding periods are available for review on our program website.

All regions are now posting shift needs for PTNT via **ShiftLink**. Please ensure your ShiftLink account information including email and phone number are updated.

Fall Prevention LMS Course Renewal

Shared Health staff must **renew** the Fall Prevention LMS course **every 2 years**. The most recent deadline was **April 30, 2026**, and the course will be due each April going forward.

If you have not yet completed the course, please do so **as soon as possible**.

Check your LMS [Today](#).

Fall Prevention is Our Best Protection

- Falls can result in significant injuries
- Fall prevention practices help protect patients and staff from harm
- Staying up to date with training supports safer care and reduces fall-related injuries
- Together, we can reduce patient falls



NEW Program Onboarding | New Hires

Have you recently been hired into the Provincial Travel Team?
Are you wondering whether you have any onboarding requirements outstanding?

To streamline our onboarding process, we've simplified it by centralizing all required resources on our program website as shown below:

New Hire Program Onboarding

- [Program Onboarding Criteria](#)
- [New Hire Checklist](#)
- [LMS Setup and Access Guideline](#)
- [N95 Regional Contact List](#)
- [How to Link Your Employee ID to LMS](#)

Program Reminders

Reminder Shift Adjustment Forms

Please be reminded to submit the Provincial Travel Team's **Shift Adjustment Form** when indicating :

- missed breaks
- extended shifts
- charge or triage responsibility
- reassignments

The form can be downloaded from our program website.

Submission of a similar form from another region will not be accepted and you will not be compensated for the request

Reminder Payment Discrepancies

Please be reminded to **attach the applicable pay stub** when submitting a request for a **pay stub discrepancy**. This will help our Secretary Payroll team process and correct your request more efficiently.

Reminder On-Site Parking

PTNT staff on shift must follow the same parking procedures as regular staff at the specific facility or site. Parking in visitor lots or other non-staff areas is **not permitted**. PTNT staff who do not comply may receive warnings or tickets, or have their vehicle towed at their own expense. These costs will not be reimbursed.

For questions about parking at a specific facility, please contact the PTNT Education team or your program manager.

PTNT staff are eligible to claim parking expenses while at work only when the site is more than 50 km from their home address, using the standard expense claim form.

REMINDER Accommodation Requests

Please note that requests for specific rooms or facilities cannot be accommodated when bookings are made through regional arrangements. Each region has contracts with designated vendors, and accommodations are assigned based on availability. If you have concerns about a particular accommodation site, please contact your program manager

Struggling to Know Who to Connect With?

See the quick reference below to identify who to connect with regarding your questions

- **Expense Claim Forms**- Connect with your program manager and have the associated Requisition Number of the claim in question.
- **Payroll + ESP Discrepancies**- Please note that ESP is not updated in real time and that staff are to review it at the end of each pay period for accuracy. This contact point is also appropriate regarding follow-ups for payment of your

onboarding process. If discrepancies are noted, please contact SHProvincialTravelNurseTeam@sharedhealthmb.ca

- **Shift Link Inquiries-** Connect with your program manager.
 - **Education Requests, Site Specific Information, Onboarding-** Contact our educator team.
 - **New Site Orientation-** It is the staff's professional responsibility to determine when orientation is required to a new site and submit the request as outlined in the PTNT Program Orientation LMS module. For the status of these request submissions, please connect with our secretary team at the email listed above.
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What's New?

Provincial & Regional Clinical and Educational Information

Long Term Care

There has been a recent increase in respiratory and other illnesses requiring isolation at select Long Term Care (LTC) facilities that are frequently supported by PTNT staff. Residents in Long Term Care and Personal Care Home (PCH) settings are particularly vulnerable; therefore, heightened precautions are essential to minimize the risk of illness transmission.

PTNT staff are strongly encouraged to review the Shared Health documents below related to isolation guidelines and protocols to support safe, effective, and client-centered care.

- [Shared Health: Respiratory Virus Screen Algorithm](#)
 - [Long Term Care COVID-19 Highlights- Provincial](#)
 - [Gastrointestinal Illness: IP&C Highlights for Acute and LTC](#)
 - [GI Illness Outbreak- Stool Specimen Collection](#)
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Skin Health and Wound Care Updates | Education and Reporting Reminders

LMS- Wound care level 1: It is the responsibility of all PTNT Staff to ensure their level 1 Wound Care LMS modules are updated. These modules are required for renewal every 2 years. The modules were recently updated in 2025 with an enhanced focus on **pressure injury staging** and practical skin management strategies.

Please review the following document related to Wound Care Level 1 Education. Click [Here](#)

Documentation and Identification of Wounds: Confidence in accurately identifying and documenting wounds can be challenging for staff. As a reminder, wounds should **not** be “staged backwards.” For example, a healing Stage 3 pressure injury should continue to be documented as a healing Stage 3, even if it appears more superficial over time.

For more information, please review the Shared Health Policy [350.140.126 Skin Health and Wound Care](#)

Reporting Skin Integrity Issues in RL: In alignment with accreditation standards, reporting requirements extend beyond pressure injuries. **All skin integrity** issues must be reported in RL upon identification, including those present on admission. This includes pressure injuries, skin tears, extravasation injuries, and soft tissue infections (including surgical site infections).

For more info please review: [Reporting Skin Integrity Issues in RL](#)

Please see the Wound Care [SharePoint Site](#) for additional helpful resources.

NEW Surgical Safety Checklist Provincial Clinical Policy Implementation

Go Live Date: **Monday April 27, 2026**

The new Manitoba Surgical Safety Checklist shall be used during all surgical interventions undertaken in all operating rooms across the Province. This implementation introduces a single, standardized Surgical Safety Checklist and updated provincial auditing processes, strengthening consistency in practice, improving compliance, and supporting safer, more reliable surgical care across all health regions.

Click [Here](#) to review the policy and checklist

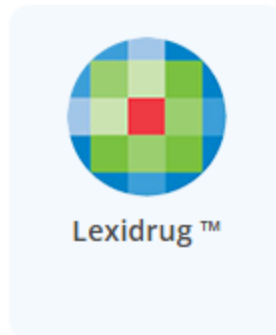
NOTICE Lexidrug Transition & Education Series

As of **May 31**, a new drug information reference database will be rolled out across Manitoba health care facilities. **Micromedex** will be phased out across Manitoba and **Lexidrug** will become the main source of medication reference resource for drug information, IV compatibility, medical calculators, patient education materials, and more.

Lexidrug will support clinical practice by providing:

- Clear, concise drug information
- Guidance on dosing and administration, IV compatibility, precautions, and patient education
- Evidence-based content that is regularly updated to support medication safety

More specific details on how to access Lexidrug via intranet shortcuts as well as upcoming training sessions will be communicated as they are scheduled.



Provincial Education Opportunities

Continuing education opportunities listed below are eligible for potential reimbursement when approved through the education request form process.

Details of the reimbursement eligibility is based on case by case review and discussion with your respective manager.

Education Requests

Reminder that all education requested to be paid and supported through our program must be approved and booked by our internal team. Education that does not follow the below outlined process is not eligible for reimbursement or attendance pay.

Education Request Process

1. Complete the Education Request Form - Available on our Program Website
 2. Submission is reviewed for eligibility based on hours worked, applicability of certification to the programs supported within PTNT, requirements of education set forth by the sites
 3. Decision made by managers is communicated to front line nurse by our education team. If approved, available dates/locations are provided to nurse to select from.
 4. Education team will register staff for selected session. Staff that self enroll themselves into regional education will be flagged to our internal team and cancelled where approval was not granted.
 5. Education is not coded in ESP until the completed certificate is provided to our education team at PTNTEducators@sharedhealthmb.ca. Staff will receive a coding email indicating certificate has been received and the eligible hours to be paid for attendance.
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29th Anniversary Key topics in Gastroenterology 2026

The 29th Anniversary Key Topics in Gastroenterology Symposium in 2026 is a premier educational forum featuring leading experts discussing the latest developments in gastroenterology. This year's program highlights advance in IBD management, colorectal cancer screening, gut microbiome research, endoscopic innovation, and practical strategies for complex GI conditions. Attendees will benefit from high-quality scientific updates, interactive discussions, and valuable networking opportunities.

When: June 11 & 12, 2026 All day

Where: Virtual & In-Person options

Cost: No cost for Nursing staff

For more info and to register click [here](#)

Pediatric Emergency Virtual Education Sessions

Spring 2026 Pediatric Emergency Virtual Education Sessions have been confirmed. This Education would benefit all staff who support ED sites where pediatric patients are cared for.

- **May 20** – **Communicable Diseases** (measles, Hep A, invasive meningococcal disease), presented by Dr. Natalie Casacang
- **June 17** – **Respiratory Distress**, presented by Dr. Ethan Edstrom and Dr. Darcy Beer

Where: Virtual via Zoom

Cost: No cost

For more information see [Information Poster](#)



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Ethics Education Series | 2025-2026

The St. Boniface Hospital Health Care Ethics Service and Shared Health Ethics are pleased to offer monthly hour-long ethics education sessions for health care providers.

To view the available sessions from September 2025 to June 2026 and register click [here](#)

Pallium Canada: Canada Serious Illness Conversations Course

Learners must complete an online self-learning module prior to the facilitated Virtual session at one of the times outlined above.

The Canadian Serious Illness Conversations (CSIC) course is designed to provide health care professionals with the tools and knowledge needed to have compassionate and effective conversations with patients and their families dealing with serious illnesses.

When: May 6, 15 June 2, 17, 23 [2 hour workshop]

Where: Virtual - Microsoft Teams

Cost: No cost

Click [here](#) for more information and how to register

Dementia Care Two-Day Program

Do you support **Long Term Care** Sites in the Southern Health Region? Please consider attending one of the sessions listed below for up to date Dementia Care Education including:

- Understand the link between the brain and behaviours
- Differentiate between dementia, delirium and depression

- Reinforce the concept of person-centred care for persons with dementia
- Demonstrate techniques used to assist in reducing reactive behaviours

Click each date for Information. Staff interested in completing this education through the program must submit an education request form and receive approval to be paid for attendance **prior to registration**.

[June 17-18 at Gladstone Health Center](#)

[September 1-2 at Altona Health Center](#)

[October 13-14 Notre Dame Health Center](#)

[October 28-29 Lions Prairie Manor](#)

Manitoba Nurses Union | MNU

Updates regarding the collective agreement and union related items

The Provincial Travel Nurse Team falls under **Local 161**

Local Relations Officer is **Rachel Mammott**

Email: rmamott@manitobanurses.ca | **Phone:** (204) 938-4229

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