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 PRIOR to Onboarding Day	
Security Checks for Employment – **(must be submitted to your manager within the first 6 months of employment)** 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 • Criminal Record Check including a Vulnerable Sector Search (CRC) • Child Abuse Registry Check (CARC) • Adult Abuse Registry Check (AARC)	Date original or 'true copy' sent to Shared Health HR CRC _____ CARC _____ AARC _____
Proof of education (degree/diploma/license) sent to PTNT Clerical Team SHProvincialTravelNurseTeam@sharedhealthmb.ca	
Shared Health photo identification Send passport like photo to PTNT clerical team. ID will be mailed to home address in weeks following submission SHProvincialTravelNurseTeam@sharedhealthmb.ca	
Create Learning Management System (LMS) account with work email (if you do not already have an account) LMS: https://sharedhealthmb.learnflex.net/include/login.asp	
Set Up Multi-Factor Authenticator App If you have not already done so. Please reference Welcome email attachments	
Login to Shared Health Email: Outlook Web App	
Download *Shift Link* App on mobile device of choice Application is also available on a desktop computer. Account information for new + existing users will be reviewed in orientation	
Shift Link App: *Existing users* must add a secondary employer to their account **Employer:** Provincial Shift Link **Code:** Reach out to our team for the code	
LMS- Link your SAP + QHIRS ID to LMS Account **SAP** ID is your WRHA/ Shared Health Employee ID, QHIRS ID is your employee ID for all other regions	
Submit all educational certifications, N95 Fit Tests & Safe Patient Handling certificates to PTNT educators: PTNTEducators@SharedHealthMb.ca Heart and Stroke BLS certification must be obtained as initial or subsequent renewal certificates. Third party BLS/First Aid courses will ***not*** be recognized by our program as an equivalent.	
2.0 To Complete Day of Orientation	

Staff to Attend Virtual Orientation + Complete Emailed Evaluation of Orientation Presentation Staff must upload **all** continuing education certificates that have not yet been submitted to the educators and indicate the specific sites and units that they wish to have opened in ESP. Staff cameras must be on for the duration of the presentation for attendance.	
2.1 LMS Modules to Be Completed on Onboarding Day Please work through additional required LMS courses as able on orientation day	
Blood Transporter- (20 minutes) Renewal required every year	
eChart Fundamentals- Online (40 minutes) Please select the ONLINE version as it is the latest version of eChart Manitoba	
Fire Safety Code Red – eLearning-21 (30 minutes) Renewal required every year	
Hand Hygiene - eLearning-16 (15 minutes) Renewal required every 2 years	
HSC- Safe Patient Handling- Theory Presentation (45 minutes)	
Personal Protective Equipment – eLearning-17 (15 minutes) Renewal every 2 years	
PHIA for Health Care - eLearning-20 (20 - 40 minutes) Renewal required every 3 years	
Pyxis: Medstation Basics (15 minutes)	
Respectful Workplace – PMH-201 (35 minutes)	
Transfusion Medicine Best Practice- (45 minutes) Renewal required every year	
Workforce ESP: Employee Self Service (30 minutes)	
2.2 LMS Modules to Be Completed within your 3-month **probationary period** Nurses ESP Workspace will **NOT** be activated/accessible until all modules have been completed and certifications submitted	
Abuse and Neglect- Your Reporting Requirements- *Revised as of April 1, 2025* (45 mins) If module was completed *prior to April 1st, 2025*, 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) • 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)	
• *Intro to EPR (15 minutes)	
EPR Patient Information (30 minutes)	
EPR Clinical Documentation Intro (10 minutes)	

EPR Documents- Creating and Editing (25 minutes)	
Falls Prevention (30 minutes)	
Harm Reduction (60 minutes)	
Hazardous Medication and Waste Safe Handling (15 minutes) **Renewal every 2 years**	
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)	
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)	
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**	
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 Orientation Day	
SOGICA Vault - Sign up for pay statements after your first pay period Create Your Account and Log In	
Login to Workforce ESP Account – Kronos Workforce Central(R)	

Last Updated: 22 Apr 25

New Users: Once sites have been added, staff must log in from a digital health computer in order to activate added sites and bid on shifts Nurses are responsible to verify the accuracy of their ESP portal prior to each pay period and notify team manager of any discrepancies	
Review PTNT Sick Call Procedure Nursing - Shared Health - Health Providers	
Service Delivery Organization Logins Ensure that you have received **all** your domain logins for each region [PMH, SHSS, IERHA, SH, & NRHA]. If not, contact PTNT clerical team at SHProvincialTravelNurseTeam@sharedhealthmb.ca	
Creating HEB Manitoba Portal Account Create and log-in to account. Review and complete benefits, pension and life insurance package information if applicable. Tax statements available annually in your account	
Review the Shared Health- Provincial Travel Nurse Team Resources Webpage Nursing - Shared Health - Health Providers Staff **must** review the *Sick Call Process* document	
Employee Declaration	
I acknowledge that I have been provided a department specific orientation as outlined in this document and that my questions have been answered to my satisfaction	
Employee Name (print):	
Date (DD/MMM/YY):	
Manager/Educator Declaration	Employee Signature:
I confirm that the department specific orientation has been competed as outlined in this document and that the employee has received all necessary explanations where required	
Manager/Educator Name (print):	
• Date (DD/MMM/YY):	
	Manager/Educator Signature: