

Staff are *required* to complete the steps below in their entirety in order to be provisioned access to their requested sites. Please refer to the **New Hire Checklist** to ensure all components of your onboarding are completed.

1. **Provincial Nursing Competency Assessment:** This survey is a declaration of your experience and knowledge base with your selected stream of entry. Please note that this is a separate survey from your New Candidate Survey.

- **Assessment Link:** [PTNT Nursing Competency Assessment](#)

2. **Educational Certificate Submissions:**

- All certifications identified with your program(s) of interest are required to be submitted in their entirety as outlined below under references.
- If you have previously provided these, further action is not required.
- Please ensure that any outstanding certifications are attached individually into a single email and sent to our educator team at PTNTEducators@sharedhealthmb.ca.
- **N95 Fit Test-** if you have not been fitted for an N95 or have an expired test, please visit the program website, linked below for a list of regional contacts to facilitate booking a new fit test. Once completed, submit to educator email listed above.

3. **Completion of LMS Bundle**

- **Provincial Travel Nurse Team | Orientation Bundle**

Staff are required to create/login to Learning Management System (LMS) and register for the **Provincial Travel Nurse Team Bundle**. This self-directed bundle contains our Program Orientation that will provide you with the necessary tools and information to operate independently and successfully within the program.

Staff are to search “PTNT” within LMS and register for the indicated bundle. **Staff must follow this process to gain access to the Program Orientation module as it is not available outside of this bundle.** Staff are encouraged to take notes throughout the completion of this module in preparation for their Virtual Meet and Greet and are able to re-launch at any point where clarification is necessary.

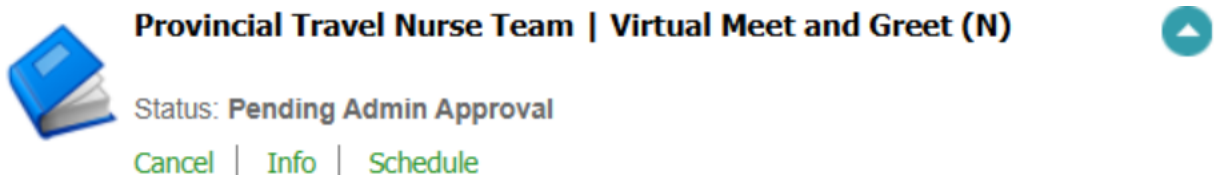
- **New Hire Checklist | Available under Program Onboarding**
 - [View Here](#)

4. Registration for Virtual Meet and Greet

- Staff will only be eligible to register for **The Provincial Travel Nurse Team Virtual Meet and Greet** once the PTNT Orientation bundle is complete. This will allow staff the opportunity to meet the leadership team as well as other front-line staff and provide a platform to ask questions that arose during the completion of the virtual orientation course.
- **Registration:** Registration for upcoming sessions closes at midnight 3 business days prior. Staff will receive a meeting link to their work and personal email(s) on file **2 business days prior** to the session.
- Staff will only be compensated once they have attended their Virtual Meet and Greet.

How to Withdraw/Reschedule for Alternate Session

- Staff that need to select an alternate date for their Virtual Meet and Greet must cancel the previously registered session from their profile. This can be completed using the following steps:
 - Select your **Learning Plan** tab
 - Locate the **Provincial Travel Nurse Team | Virtual Meet and Greet** that coincides with the date that you want to *cancel*
 - Select **Cancel** as shown below. Staff will have a pop-up window asking them to confirm this cancellation- select Yes



5. Requesting Site Access

- Staff will be required to complete a **Site Access Request Form**- available on the program website.
- Completion of this form will provide our educator team visibility into the sites you are interested in supporting within the program. Please note that staff are to select sites that coincide with their existing skillset.
- The requirements regarding education and certifications are identified at the top of the submission form. Staff must have **all** documents on file to be approved to chosen sites.

6. **Shift Link:** Staff with an existing ShiftLink account with an **alternate employer** outside of PTNT will be required to add PTNT to their existing profile.
- Steps to complete this are outlined on our website. Please reach out to our educator team for the **code** to complete this step.

References

Certifications associated with the program(s) in which you are interested in supporting with our program as required to be on file, in their entirety, in order to be provisioned access to your requested sites. Failure to submit the necessary documents will result in a delay of your onboarding process.

- **Emergency:**
 - **Required:** ENO Levels 1-3 or equivalent (if applicable), CTAS, ACLS, BLS, TNCC
 - **Preferred:** PALS, ENPC, EPICC Foundations, EPICC Trauma
- **Medicine | Mental Health | Surgery | LTC | Oncology:** BLS
- **Dialysis:** MNCC, BLS
- **Operating Room:**
 - **Required:** BLS, AORN Perioperative Course (or equivalent)
- **PACU-Endoscopy:**
 - **Required:** ACLS, CCNOP/WCCNEP (Adult Critical Care Course) / ECCO (Essentials of Critical Care Course), BLS,
 - **Preferred:** PALS, Active Procedural Sedation LMS Module
- **Obstetrics:**
 - **Required:** NRP, FHS, BLS
 - **Preferred:** ACoRN (required for NRHA sites)
- **Critical Care:**
 - **Required:** CCNOP/WCCNEP, BLS
 - **Preferred:** ACLS, PALS, CRRT
- **Home Care:**
 - **Required:** BLS
 - **Preferred:** Wound Care Level 2: Diabetic Foot Ulcer, Wound Care Level 2: Adult Pressure Injuries, Adult Wound Care Level 2: Venous/Arterial/Mixed Lower Leg Ulcer