



HR ADMINISTRATIVE GUIDELINE

Learner Placement Program (LPP)

NRHAlerner@nrha.ca / 204.627.6800

For learner onboarding, the following guideline applies.

1.0 Placement Coordinator (Education Facility) Responsibilities:

1.1 Step One: Confirm there is a valid, current agreement in place between the school and the Northern Regional Health Authority. **An agreement must be in place prior to a placement start date.** (See Section 2.1 for further details)

1.2 Step Two: Review Placement Request Pertinent Dates

Education Facility (EF)				NHR (Learner Placement Program Coordinator)
Course Examples	Month Anticipated Placement Begins	Submit Request Deadline (Early requests are not normally reviewed or actioned until deadline.)	Inform EF of Request Status	
Senior Practicum Physiotherapy/Occupational Therapy Other Programs Not Listed Elsewhere	Varies	4 months prior to placement start for new schools requiring agreement	1 month after request received	
		3 months prior to placement start for returning schools		
Fall	UCN Nursing Year 3	September	June	July
	UCN Nursing Year 4	September	June	July
	UCN Nursing Year 2	October	July	August
	UCN Practical Nursing Year 2	October	July	August
Winter	UCN Nursing Year 2	January	October	November
	UCN Nursing Year 3	January	October	November
	UCN Nursing Year 4	January	October	November
Spring	UCN Practical Nursing Year 1	March	December	January
	UCN Health Care Aide (Annual)	May	February	March

1.3 **HSPNET USERS** (*Guest access users go to Section 1.4*) enter initial requests in HSPnet, and refrain from contacting NHR managers directly until the placement has been confirmed.

The placement process has not started until the request has been submitted in HSPnet--**A verbal confirmation with an NHR manager is not a confirmed placement, and this includes changes to confirmed placements.** For example, if a placement has been confirmed at one destination, and the education facility has decided another destination is preferred/needed, a new request must be submitted for the new proposed destination.

The education facility is also responsible for cancelling any requests which are no longer needed.

If you have any initial questions about the destination or other placement details, contact the Learner Placement Program Coordinator via NRHAlearner@nrha.ca or by calling 204.627.6800.

1.3.1 **HSPnet Process**

1.3.1.1 A placement request submitted via HSPnet is required for all placements.

Note: *If the learner is eligible for travel (Senior Practicum placements only) and accommodations (approved Dietetic, Allied Health, Senior Practicum placements only), the education facility adds a note in the comment section of the placement request. The Learner Handbook offers more information for learners and is located in the placement information tab at the destination profile link (see documents or prerequisites tab) in HSPnet.*

Note: *NHR accommodations are provided if available.*

1.3.1.2 The Destination Coordinator (NHR manager) accepts or denies the placement request for the destination (unit) and also indicates the reason if a placement is denied. The Destination Coordinator also assigns the preceptor(s) as required.

Note: *NHR managers are allowed one (1) month to respond to any incoming placement requests including those that are submitted late.*

1.3.1.3 The Learner Placement Program Coordinator accepts or denies the placements for the agency (NHR), and this is based on what the manager decides.

Note: *If a placement request is denied, the education facility may choose to submit an additional request to a different destination and consults with the Learner Placement Program Coordinator for available options if needed.*

1.3.1.4 Once placements are accepted by the agency, the education facility ensures that:

- Learners have given their consent to have their names released in HSPnet using the HSPnet Student Consent form. The forms are kept on file and are required if HSPnet audits the request.
- Learner names are assigned in HSPnet, and learner email addresses (and cell phone numbers for those learners that need travel/accommodation assistance) are released to the Learner Placement Program Coordinator.
- The placement request is confirmed in HSPnet, and learners are informed of the need to complete and submit required documents and to confirm any associated travel arrangements that may be needed including arrival and departure dates.
- Group schedules are uploaded to HSPnet.

Note: *This step triggers the Learner Placement Program Coordinator to initiate any travel related processes on behalf of the learner. Delays in confirming in HSPnet delays any associated travel arrangements.*

1.3.1.5 **Security Check Requirements:** Verify that learners meet NHR security check requirements by checking the requirements met button in HSPnet prior to commencement of placement.

The required security checks are:

- Criminal Records/Vulnerable Persons Check
- Child Abuse Registry Check
- Adult Abuse Registry Check

Note: *A placement may not begin until this requirement has been met.*

1.3.1.5.1 If any one (1) of the security checks comes back positive, the education facility notifies the Learner Placement Program Coordinator immediately so that the NHR has ample time to review and decide if placement is allowed to proceed or not. Additional documentation is requested from the learner.

1.3.1.5.2 Learners may need to go online to order both the Child Abuse Registry and Adult Abuse Registry Checks at <https://www.gov.mb.ca/fs/abuseregistries.html>. The processing time is approximately three to five (3-5) weeks, and the cost is approximately \$20 for each (please check website noted for current costs).

1.3.1.5.3 The NHR accepts security checks that have been completed within twelve (12) months of the placement start date. For senior practicum placements, security checks from beginning of their program are accepted.

1.3.1.5.4 The NHR does not require copies of security checks for learners.

1.3.1.5.5 If there are any outstanding security checks that likely will not be in place by the placement start date but have been applied for by the learner, and the school anticipates the check(s) will come back negative, the NHR has a process in place. Additional documentation is requested from the learner, and the VP Human Resources is asked for approval to proceed without all checks in place. Once the outstanding checks are received by the learner, the education facility then verifies in HSPnet if the learner meets NHR security check requirements.

1.3.2 **Mask Fit Testing:** Prior to placement start, if the learner is likely to be in contact with patients at any time, the learner must have Personal Protective Equipment (PPE) and may be required to be N95 mask fit tested.

1.3.2.1 If the learner has been fit tested and has already been provided with the N95 by the education facility, they are asked to bring their mask for the duration of the placement.

1.3.2.2 The NHR assists those education facilities who do not have equipment to undertake this requirement. In this case, the placement manager arranges appointments for mask fit testing prior to the placement or within the first week of the placement.

1.3.3 **Required Documents:** Forms are located in HSPnet in the placement information tab of the placement request. The link to the destination profile, and the documents are located in the prerequisites or documents tabs. Completed forms are emailed to NRHAlerner@nrha.ca.

Note: For large placement groups (i.e. health care aides, nurses), the education facility assists with this process and forwards all forms to Learner Placement Program Coordinator via NRHAlerner@nrha.ca for processing.

1.3.3.1 All learners complete the [Information Request Non-NHR Associate/Learner Form #: NHR_0057](#). Ensure learners provide their **educational email address**.

1.3.3.2 All learners complete the [Pledge of Confidentiality Form #: NHR_0196](#).

Note: It is expected that learners have reviewed the following policies prior to signing this form:

- [AD-07-10 Confidentiality](#)
- [AD-07-40 Security and Storage of Personal Health Information](#)
- [AD-07-70 Use & Disclosure of Personal Health Information](#)
- [AD-07-125 Collection of Personal Health Information](#)
- [AD-07-135 Privacy Breach Management](#)
- [AD-09-10 Retention and Destruction of Personal Health Information](#)

Learners need to be logged into intranet to be able to access these policies and are provided log-in information via the confirmation package which is emailed by the Learner Placement Coordinator.

1.3.3.3 All learners complete the [Northern Regional Health Authority Work Experience Liability Release Waiver Form #: NHR_0145](#).

1.3.4 **Travel/Accommodation Arrangements:** The education facility ensures that the eligible learner communicates directly with NRHAlearner@nrha.ca at least one (1) month prior to placement start date. For details, please consult the Learner Handbook located in the destination profile documents tab in HSPnet.

1.3.4.1 The following learners are eligible for NHR accommodations (if available):

- Dietetic Interns from the University of Manitoba at no charge
- Allied Health learners (Occupational Therapists, Physiotherapists, Respiratory Therapists) at no charge to the learner or the education facility except for those placements from the Rady Faculty of Health Sciences at the University of Manitoba which are charged \$55/night/learner.
 - The UM Rady Faculty of Health confirms flight arrangements with the Learner Placement Program Coordinator to verify arrival and departure dates for NHR accommodations.
 - The UM Rady Faculty of Health Sciences submits a purchase order to the Learner Placement Program Coordinator via NRHAlearner@nrha.ca as soon as possible after a placement is confirmed (see Section 6.2 for Finance/Travel department processes).
 - The Learner Placement Program Coordinator books NHR accommodations.
 - The Learner Placement Program Coordinator initiates an invoice with the NRH Finance department to be paid by the UM Rady Faculty of Health.

1.3.4.2 Learners accepted for senior practicum placements are eligible for travel and accommodation (if available) assistance at no charge to the learner or to the education facility.

- Flights must be arranged by the Learner Placement Program Coordinator. (Confirmed arrival and departure dates are informed by preceptor schedules.)
- If the learner wishes to drive rather than fly, a mileage reimbursement is processed during the first week of the learner's placement. The reimbursement is equivalent to the NHR cost of a return flight to the placement location (Flin Flon, The Pas or Thompson).
- If the learner is eligible for a mileage reimbursement, ensure the learner completes the Direct Deposit form located in the destination

profile documents tab and return via email to NRHAlearner@nrha.ca. Reimbursements are processed during the first week of placement. Cheques are issued and mailed to the learner's home address if Direct Deposit form is not submitted.

1.3.5 NHR Online Learning Environment (Absorb)

1.3.5.1 The Learner Placement Program Coordinator processes the completed [Information Request Non-NHR Associate/Learner Form #: NHR_0057](#) and provides learners with the information necessary for accessing online resources prior to their arrival in the NHR via the placement confirmation package.

1.3.5.2 The education facility ensures that each learner completes the appropriate online curriculum package(s) in Absorb, NHR's online learning environment, ideally prior to the start of the placement or within the first two (2) weeks of placement starting. Learners may download their transcripts from Absorb and email them for review by the education facility representative.

1.3.6 **Parking at NHR Facilities (if required):** Notify the learner(s) that due to limited parking spaces, learners are only able to utilize the assigned parking lot from 19:15 until 07:45 daily. Learners must obtain parking permits from the appropriate Human Resources Assistant as noted below:

1.3.6.1 Human Resource Assistant, Flin Flon, 204-687-9357, HRAFF@nrha.ca

1.3.6.2 Human Resource Assistant, The Pas, 204-623-9211, HRThePas@nrha.ca

1.3.6.3 Human Resource Assistant, Thompson 204-778-1519, HRAThompson@nrha.ca

1.4 **Guest Access Users request a guest access link from the Learner Placement Program Coordinator to enter initial requests in HSPnet and refrain from contacting NHR managers directly until the placement has been confirmed.**

The placement process has not started until the request has been submitted in HSPnet--**A verbal confirmation with an NHR manager is not a confirmed placement, and this includes changes to confirmed placements.** For example, if a placement has been confirmed at one destination, and the education facility has decided another destination is preferred/needed, a new request must be submitted for the new proposed destination.

The Learner Placement Coordinator cancels any requests which are no longer needed on behalf of the education facility.

1.4.1 HSPnet Process for Guest Access Users

1.4.1.1 A placement request submitted via HSPnet is required for all placements.

Prior to a link being issued for guest access to HSPnet, the education facility ensures that learner(s) completes and signs the HSPnet Student Consent form that authorizes the release of learner names within HSPnet and that the form is kept on file in case HSPnet audits the placement

request at any time in the future. The education facility representative informs the Learner Placement Program Coordinator that this step is complete.

Note: *If the learner is eligible for travel (Senior Practicum placements only) and accommodations (approved Dietetic, Allied Health, Senior Practicum placements only), the education facility adds a note in the comment section of the placement request. The Learner Handbook offers more information for learners and may be requested via NRHAlearner@nrha.ca.*

Note: *NHR accommodations are provided if available.*

1.4.1.2 The Learner Placement Program Coordinator issues a guest access link.

1.4.1.3 The education facility enters all information into the placement request including learner name and a comment if learner requires travel or accommodation assistance (see Section 1.4.4 for details).

1.4.1.4 The Destination Coordinator (NHR manager) accepts or denies the placement request for the destination (unit) and also indicates the reason if a placement is denied. The Destination Coordinator also assigns the preceptor(s) as required.

Note: *NHR managers are allowed one (1) month to respond to any incoming placement requests including those that are submitted late.*

1.4.1.5 The Learner Placement Program Coordinator accepts or denies the placements for the agency (NHR), and this is based on what the manager decides.

Note: *If a placement request is denied, the education facility may choose to submit an additional request to a different destination and consults with the Learner Placement Program Coordinator for available options if needed.*

1.4.1.6 Once placements are accepted by the agency, the Learner Placement Program Coordinator confirms the placement on behalf of the education facility. The education facility then ensures that:

- Learners submit required documents (see Section 1.4.3)
- Learners confirm any associated travel arrangements (if needed) including arrival and departure dates
- Learner email addresses (and cell phone numbers for those learners that need travel/accommodation assistance) are released to the Learner Placement Program Coordinator
- Group schedules are released to the Learner Placement Program Coordinator

Note: *This step also triggers the Learner Placement Program*

Coordinator to initiate any travel related processes on behalf of the learner.

- 1.4.1.7 **Security Check Requirements:** Ensure that learners complete the required security checks prior to commencement of placement and verify that learners meet our requirements by sending an email to NRHAlearner@nrha.ca.

The required security checks are:

- Criminal Records/Vulnerable Persons Check
- Child Abuse Registry Check
- Adult Abuse Registry Check

Note: *A placement may not begin until this requirement has been met.*

- 1.4.1.7.1 If any one (1) of the security checks comes back positive, the education facility notifies the Learner Placement Coordinator via NRHAlearner@nrha.ca immediately so that the NHR has ample time to review and decide to allow the placement to proceed or not. Additional documentation is requested from the learner.
- 1.4.1.7.2 Learners may need to go online to order both the Child Abuse Registry and Adult Abuse Registry Checks at <https://www.gov.mb.ca/fs/abuseregistries.html>. The processing time is approximately three to five (3-5) weeks, and the cost is approximately \$20 for each (please check website noted for current costs).
- 1.4.1.7.3 The NHR accepts security checks that have been completed within nine (9) months of the placement start date. For senior practicum placements, security checks from beginning of their program are accepted.
- 1.4.1.7.4 The NHR does not require copies of security checks for learners.
- 1.4.1.7.5 If there are any outstanding security checks that likely will not be in place by the placement start date but have been applied for by the learner, and the school anticipates the check(s) will come back negative, the NHR has a process in place. Additional documentation is requested from the learner, and the VP Human Resources is asked for approval to proceed without all checks in place. Once the outstanding checks are received by the learner, the education facility then verifies by email if the learner meets NHR security check requirements.
- 1.4.2 **Mask Fit Testing:** Prior to placement start, if the learner is likely to be in contact with patients at any time, the learner must have Personal Protective Equipment (PPE) and may be required to be N95 mask fit tested.
- 1.4.2.1 If the learner has been fit tested and has already been provided with the N95 by the education facility, they are asked to bring their mask for the

duration of the placement.

1.4.2.2 The NHR assists those education facilities who do not have equipment to undertake this requirement. In this case, the placement manager arranges appointments for mask fit testing prior to the placement or within the first week of the placement.

1.4.3 **Required Documents:** Guest Access Users may request current versions of forms from the Learner Placement Program Coordinator if unable to access forms from HSPnet. Completed forms are to be emailed to NRHAlerner@nrha.ca.

Note: For large placement groups (i.e. health care aides, nurses), the education facility assists with this process for their learners and forwards all forms to Learner Placement Program Coordinator via NRHAlerner@nrha.ca for processing.

1.4.3.1 All learners complete the [Information Request Non-NHR Associate/Learner Form #: NHR_0057](#). Learners provide their **educational email address**.

1.4.3.2 All learners complete the [Pledge of Confidentiality Form #: NHR_0196](#).

Note: It is expected that learners have reviewed the following policies prior to signing this form:

- [AD-07-10 Confidentiality](#)
- [AD-07-40 Security and Storage of Personal Health Information](#)
- [AD-07-70 Use & Disclosure of Personal Health Information](#)
- [AD-07-125 Collection of Personal Health Information](#)
- [AD-07-135 Privacy Breach Management](#)
- [AD-09-10 Retention and Destruction of Personal Health Information](#)

Learners need to be logged into intranet to be able to access these policies and are provided log-in information via the confirmation package which is emailed by the Learner Placement Coordinator.

1.4.3.3 All learners complete the [Northern Regional Health Authority Work Experience Liability Release Waiver Form #: NHR_0145](#).

1.4.4 **Travel/Accommodation Arrangements:** The education facility ensures that the eligible learner communicates directly with NRHAlerner@nrha.ca at least one (1) month prior to placement start date. For details, please consult the Learner Handbook which may be requested from the Learner Placement Program Coordinator.

1.4.4.1 The following learners are eligible for NHR accommodations (if available):

- Dietetic Interns from the University of Manitoba at no charge
- Allied Health (Occupational Therapists, Physiotherapists, Respiratory Therapists) at no charge to the learner.
-

1.4.4.2 Learners accepted for Senior Practicum placements are eligible for travel and accommodation (if available) assistance at no charge to the learner or to the education facility.

- Flights must be arranged by the Learner Placement Program Coordinator. (Confirmed arrival and departure dates are informed by preceptor schedules.)
- If the learner wishes to drive rather than fly, a mileage reimbursement is processed during the first week of the learner's placement. The reimbursement is equivalent to the NHR cost of a return flight to the placement location (Flin Flon, The Pas or Thompson).
- If the learner is eligible for a mileage reimbursement, ensure the learner completes the Direct Deposit form located in the destination profile documents tab and return via email to NRHAlearner@nrha.ca. Reimbursements are processed during the first week of placement. Cheques are issued and mailed to the learner's home address if Direct Deposit form is not submitted.

1.4.5 NHR Online Learning Environment (Absorb)

1.4.5.1 The Learner Placement Program Coordinator processes the completed [Information Request Non-NHR Associate/Learner Form #: NHR_0057](#) and provides learners with the information necessary for accessing online resources prior to their arrival in the NHR via the placement confirmation package.

1.4.5.2 The education facility ensures that each learner completes the appropriate online curriculum package(s) in Absorb, NHR's online learning environment (see Sections 7.11 and 7.12 for details), ideally prior to the start of the placement or within the first two (2) weeks of placement starting.

Learners may download their transcripts from Absorb and email them for review by the education facility representative

1.4.6 **Parking at NHR Facilities (if required):** Notify the learner(s) that due to limited parking spaces, learners are only able to utilize the assigned parking lot from 19:15 until 07:45 daily. Learners must obtain parking permits from the appropriate Human Resources Assistant as noted below:

1.4.6.1 Human Resource Assistant, Flin Flon, 204-687-9357, HRAFF@nrha.ca

1.4.6.2 Human Resource Assistant, The Pas, 204-623-9211, HRThePas@nrha.ca

1.4.6.3 Human Resource Assistant, Thompson 204-778-1519, HRAThompson@nrha.ca

2.0 VP HR/CHRO, Learner Placement Program Coordinator Responsibilities:

2.1 The Learner Placement Program Coordinator reviews requests to ensure there is a current signed agreement with the education facility (see Section 1.1). If not, the Learner Placement Program Coordinator requests a draft agreement for review from the education facility. Agreements must include the following information:

2.1.1 The agreement is between the education facility and the Northern Health Region.

- 2.1.2 The signatories for the NHR are always:
- 2.1.2.1 Raj Sewda, Chief Executive Officer
 - 2.1.2.2 Crystal Gregoire, VP Human Resources and Chief Human Resources Officer
- 2.1.3 The education facility ensures that security checks are verified for each learner and are current within twelve (12) months of start of placement. For Senior Practicum placements, security checks from the beginning of the program are accepted (see Sections 1.3.1.5 or 1.4.1.5 for all details):
- 2.1.3.1 Criminal Records Check/Vulnerable Persons
 - 2.1.3.2 Adult Abuse Registry Check
 - 2.1.3.3 Child Abuse Registry Check
- 2.1.4 Workers Compensation Act Clause
- As learners under the Workers Compensation Act (Manitoba), learners engaged in a practicum are covered for physical injuries in accordance with and subject to the provisions of The Workers Compensation Act. In the event of an injury during the practicum, the NRHA clinical site supervisor promptly contacts the University's Liaison to ensure that coverage under The Workers Compensation Act is secured. Nothing in this section is to be construed as affecting any employment relationship between a learner of the College and the NRHA which exists independently of the practicum and this agreement.
- 2.2 The Learner Placement Program Coordinator files documents received in the appropriate folder in S:\HR\LEARNER PLACEMENTS.
- 2.2.1 File naming protocol for **placement confirmation letters** is PR# Site – School Program Year – Placement/School Term – Destination – Group # (# learners) or Learner Last Name. For example, a **group placement confirmation letter** is filed as:
- 123456 TM – UCN BN YR 3 – Fall 2019 – MSP – Group 1 (10 learners)
- For example, an **individual placement confirmation letter** is filed as:
- 123456 TP – UM PT – Spring/Summer 2020 – PT – Brown
- 2.2.2 File naming protocol for other documents (i.e. required forms, travel forms, administrative forms) is PR# Site – First Initial and Last Name of Learner – Document type. For example:
- 123456 FF – J Brown – Mileage Reimbursement
- 2.3 **Prior to confirmation of a placement request**, the Learner Placement Program Coordinator is the main point of contact for the education facility.
- 2.4 The Learner Placement Program Coordinator generates a placement confirmation package

that is issued approximately one (1) month prior to placement start date via email to the learner with copies to:

- Destination Coordinator (NHR manager in charge of unit/placement)
- Department Contact (NHR director)
- Executive Assistant to Department Contact
- Human Resources Assistant at placement site
- In addition to all of the above, Nursing Senior Practicum placement confirmation packages are also copied to:
 - The Chief Nursing Officer (CNO)
 - Regional Clinical Educators
 - Human Resources Consultant/Recruitment Manager
 - Recruitment Officer at placement site

- 2.5 **To facilitate the scheduling of all-day orientations for nursing senior practicum placements, the Learner Placement Program Coordinator ensures that the CNO, Regional Clinical Educators, and Organization and Staff Development (OSD) are notified of confirmed dates via Learner Placements Tracking Sheet as soon as they are available.**

The all-day orientation sessions are webinars or in-person events that are coordinated by Regional Clinical Educators. This also involves the Organizational & Staff Development (OSD) department which ensures the sessions are available for registration in Absorb.

- 2.6 The Learner Placement Program Coordinator completes travel requests for flights and accommodations and/or cheque requests for mileage reimbursement for nursing senior practicum, dietetic, and allied health placements as needed. The Learner Placement Program Coordinator also initiates invoices to Finance for UM Rady Faculty of Health accommodations. (See Section 6.2 for Travel and Finance department processes for payments due for accommodations as needed.)
- 2.7 As required and at the request of the Destination Coordinator (also known as the placement manager), the Learner Placement Program Coordinator completes the [Shared Health Account & Access Request Form](#) to enable the learner to have electronic access (i.e. Accuro, shared files, etc.) other than Intranet/Absorb access. Refer to Section 4.6.
- 2.8 The Learner Placement Program Coordinator processes the completed [Non-NHR Associate/Learner Information Form #: NHR_0057](#) for all learners including those who are also current NHR employees and provides learners with the information necessary for accessing online resources prior to their arrival at the NHR via the learner confirmation package which is emailed to learners.

Note: *If the learner is already an employee, the employee access must be used. Non-employees are to use education facility email address.*

3.0 Human Resources Assistant Responsibilities:

- 3.1 For all placements, the Human Resource Assistant and learner (or education facility

representative) mutually agree upon a learner entry appointment located at the Human Resource Assistant's office. **All learners (or their education facility representatives) are required to attend.** The entry appointment includes:

- 3.1.1 The Human Resource Assistant providing an access card for each learner. The access card is required to be worn along with educational identification at all times during shifts for security and patient safety purposes.
- 3.1.2 The Human Resource Assistant providing a parking permit (if necessary). Refer to Section 1.13.

4.0 Destination Coordinator and Supervisor or Preceptor Responsibilities

Prior to Placement Start

- 4.1 **The Destination Coordinator refers any inquiries from education facilities about placements to the Learner Placement Program Coordinator by email at NRHAlearner@nrha.ca or by phone at 204.627.6800.** The Learner Placement Coordinator liaises with the school and the manager prior to a placement request submission in HSPnet.

A verbal confirmation with an NHR manager is not a confirmed placement, and this includes changes to confirmed placements. For example, if a placement has been confirmed at one destination, and the education facility has decided another destination is preferred/needed, a new request must be submitted for the new proposed destination, and the process starts from the beginning.

Only the education facility is responsible for cancelling placements which are no longer needed.

- 4.2 The Destination Coordinator accepts or denies the placement request (and provides a reason if denying the placement) within a month of receiving the request in HSPnet. As a courtesy to our educational partners, if you plan on declining a request, do this as soon as possible to provide the education facility and learner time to find alternation placement arrangements.
- 4.3 The Destination Coordinator finalizes the placement schedule in consultation with the education facility or the learner. The Destination Coordinator may upload the confirmed placement and preceptor schedules directly within HSPnet if they wish. The Destination Coordinator is also responsible for ensuring that preceptor schedules are forwarded to the Learner Placement Program via NRHAlearner@nrha.ca (or uploaded into HSPnet) especially with regard to placements that have associated travel/accommodation arrangements. (The Learner Placement Program Coordinator assists with the process as time permits.)

Note: For Senior Practica, ensure that the Senior Practicum Orientation date is included in their schedule. (Office of the CNO organizes Senior Practicum Orientation.) Refer to [HR-01-150 Orientation](#).

- 4.4 The Destination Coordinator (and sometimes the supervisor (preceptor)) is the primary contact for the education facility after the placement has been confirmed in HSPnet.

- 4.5 The Destination Coordinator reviews the confirmation package that is issued by email to learners from the Learner Placement Program Coordinator approximately a month prior to placement start date and notes whether or not electronic access (other than Absorb or Intranet) has been requested. If electronic access is required, request this from the Learner Placement Program Coordinator as soon as possible.
- 4.6 **For learners who require electronic access of any kind**, the Learner Placement Program Coordinator is the authorized requestor, and completed forms are submitted to the Service Desk by the Learner Placement Program Coordinator. For learners who are also current NHR employees, and who may also have access to clinical systems as an employee, please ensure that the learner is permitted to access those clinical systems as a learner. There are some clinical systems such as eChart MB that does not permit learners to access it.

The process is:

- 4.6.1 The Learner Placement Program Coordinator completes and submits the [Shared Health Access and Account Request Form – Provincial](#) (which specifies the type of access the learner needs based on what the Destination Coordinator has requested) along with any other required forms to the Service Desk with copies to the Destination Coordinator and Supervisor (as needed). The Learner Placement Program Coordinator is authorized to request:

- **NRHA email address** – required also for access to Accuro and EDIS
- **access to NHR network** – required also for access to Accuro and EDIS
- **access to shared drives and specific folders**
- **access to printers** - included with Accuro requests
- **Electronic Medical Records (Accuro)** – see Section 4.6.2 for additional documents, includes access to printers
- **Electronic Patient Records (EDIS)** – see Section 4.6.3 for authorized requesters – *Nursing learners are not authorized to conduct triage in Emergency Departments*

Note: *Include learner's office location and phone number where applicable.*

Note: *Applications not listed above cannot be requested by the Learner Placement Program Coordinator. For Procura access see Section 4.6.4 for authorized requester.*

- 4.6.2 **For learners who require access to Electronic Medical Records (Accuro) access**, the Destination Coordinator completes the [Electronic Medical Record User Access Form #: NHR_0062](#) making sure to include the activation date (start date), the deactivation date (end date) and who is assigned tasks at deactivation. Return the completed form to the Learner Placement Coordinator (authorized requester) at NRHAlearner@nrha.ca.

Note: *Access to printers is included with Accuro access.*

The learner completes the following forms and returns to NRHAlearner@nrha.ca:

4.6.2.1 [Shared Health Authentication Questions Form](#)

4.6.2.2 [PHIA and the EMR Form #: NHR_0184](#)

4.6.2.3 [Electronic Medical Record Terms of Use Agreement Form #: NHR_0209](#)

All forms are available on the Intranet.

4.6.3 **For learners who require access to Electronic Patient Records EDIS**, the Patient Care Manager, Emergency Department, for the respective sites (Flin Flon, The Pas, and Thompson) are also the authorized requestors. The Learner Placement Program coordinator completes and submits the [Shared Health Access and Account Request Form – Provincial along with the learner's completed Shared Health Authentication Questions Form to Service Desk](#).

Learners in **senior practicum** nursing placements in Emergency Departments automatically receive access to Electronic Patient Records (EDIS), and Destination Coordinators in these units do not need to request this access.

Note: *Emergency Department Destination Coordinators must still request EDIS access for learners in **clinical** nursing placements.*

Note: *Learners are not authorized to document triage.*

The contact information is:

4.6.3.1 Flin Flon, 204.687.9618

4.6.3.2 The Pas, 204.623.9610

4.6.3.3 Thompson, 204.677.5347

4.6.4 For learners who require Procura access, the Destination Coordinator contacts the Director of Primary Care Clinics at 204.623.9252.

After Placement Begins

- 4.7 The Destination Coordinator or /Supervisor is responsible for providing the necessary guidance that allows the learner to successfully complete the placement. There should be a clear understanding of who is responsible for training, assigning daily work activity and who can provide work-related information or answer questions. (See also Section 4.3 as the Destination Coordinator finalizes the placement schedule in consultation with the education facility or the learner.)
- 4.8 The Destination Coordinator or Supervisor acquaints the learner with department personnel and give a general tour of the work area including exits, restrooms, lockers, break area, parking areas, supply cabinets, stock rooms, mail room, service areas, cafeteria and other areas that may pertain to the learner's placement.
- 4.9 The Destination Coordinator or Supervisor instructs the learner regarding the confidential nature of the department's business and inform the learner of security policies.

- 4.10 The Destination Coordinator/Supervisor is aware of work being done in the immediate area which may be hazardous to the learner and take appropriate action to provide a safe work environment. This includes notifying learner of any outbreaks or other hazards.
- 4.11 The Destination Coordinator/Supervisor provides open, honest, constructive and continuous feedback to the learner that includes strengths and development areas.
- 4.12 The Destination Coordinator arranges for the learner to be mask fit tested if needed.

5.0 **Executive Director (ED)/Director of Service Area Responsibilities**

- 5.1 The ED follows up with Destination Coordinators to ensure process moves forward.

6.0 **Other NHR Department's Responsibilities**

- 6.1 The office of the Chief Nursing Officer (CNO) organizes and schedules all day orientation sessions for Nursing Senior Practicum placements based on learner placements tracking document sent by Learner Placement Program Coordinator (see Sections 2.5 and 7.12). The all-day orientation sessions are webinars or in-person events that are coordinated by Regional Clinical Educators. This also involves the Organizational & Staff Development (OSD) department which ensures the sessions are available for registration in Absorb.
- 6.2 The NHR Finance Department works with the Learner Placement Coordinator to ensure payment is received for accommodations as required. The process is:
 - 6.2.1 The Learner Placement Program Coordinator submits the travel request to the Travel Department using information included in the purchase order received from the education facility as noted in Section 1.3.4.1.
 - 6.2.2 The Learner Placement Coordinator submits an invoice request to Finance as soon as accommodations are booked and a purchase order has been received.
 - 6.2.3 The NHR Finance department based in Thompson issues the invoice.
 - 6.2.4 The education facility pays the invoice.

7.0 **Learner Responsibilities:**

- 7.1 Learners are expected to follow the rules and regulations governing the employment of all NHR employees, including safety and security policies, site rules and regulations and the guidelines provided in the Learner Handbook. Violations of these policies, rules and regulations could result in termination.
- 7.2 Learners are expected to follow the rules, regulations and policies set forth by their academic institutions.
- 7.3 When learners are residing in an NHR apartment (or any other accommodations arranged by the NHR), improper conduct or damage to facilities may result in eviction and/or termination from the Learner Placement Program.
- 7.4 Ensure security checks (Criminal Record Check/Vulnerable Persons, Child & Adult Abuse Registry Checks) are completed and current within twelve (12) months of placement start date. The education facility provides verification to NHR that this requirement has been met. Senior Practicum learners may use security checks that were in place at the beginning of their program.

7.5 All learners complete and return required documents to NRHAlerner@nrha.ca at least a month prior to start date. The required documents are:

7.5.1 [Information Request Non-NHR Associate/Learner Form #: NHR_0057](#)- provide educational email address only

7.5.2 [Pledge of Confidentiality Form #: NHR_0196](#)

7.5.3 [Northern Regional Health Authority Work Experience Liability Release Waiver Form #: NHR_0145](#)

Note: For large placement groups (i.e. health care aides, nurses), the education facility assists with this process for their learners and forwards all forms to Learner Placement Program Coordinator via NRHAlerner@nrha.ca for processing.

Note: Learners are expected to review the following policies prior to signing the Pledge of Confidentiality:

- [AD-07-10 Confidentiality](#)
- [AD-07-40 Security and Storage of Personal Health Information](#)
- [AD-07-70 Use & Disclosure of Personal Health Information](#)
- [AD-07-125 Collection of Personal Health Information](#)
- [AD-07-135 Privacy Breach Management](#)
- [AD-09-10 Retention and Destruction of Personal Health Information](#)

Learners need to be logged into intranet to be able to access these policies, and log in information is provided in the confirmation package issued by email from the Learner Placement Coordinator.

7.6 Those learners who are eligible (approved Dietetic, Allied Health, Senior Practicum placements only) for travel and accommodation assistance (see Learner Handbook for details) are to **communicate directly via email to NRHAlerner@nrha.ca, at least one (1) month prior to placement start date for all arrangements.**

7.7 Learners who require electronic access other than Absorb/Intranet access need to complete other forms as directed by the Learner Placement Program Coordinator. **For learners who are also current NHR employees, and who have access to clinical systems as an employee, please ensure that you are permitted to access those clinical systems as a learner. There are some clinical systems such as eChart MB that does not permit learners to access it.**

7.8 All learners (or their education facility representatives) arrange an entry appointment with the designated Human Resource Assistant who provides access cards and parking arrangements at each site. **The access card is required to be worn at all times along with educational identification while on shift for security and patient safety purposes.** Contact information is:

7.8.1 Human Resource Assistant, Flin Flon, 204-687-9357, HRAFF@nrha.ca

7.8.2 Human Resource Assistant, The Pas, 204-623-9211, HRAThePas@nrha.ca

7.8.3 Human Resource Assistant, Thompson 204-778-1519, HRAThompson@nrha.ca

7.9 As required, some learners attend a Mask Fit Testing appointment as arranged by their

placement manager/supervisor.

- 7.10 For Absorb and Intranet access, all learners use the log-in processes included in the placement confirmation package sent via email by the Learner Placement Coordinator. When signing up for an Absorb account, use **educational email address only**.

***Note:** Current employees access Absorb using their NRHA email addresses.*

- 7.11 **Learner Orientation Curriculum Package - All learners** complete this package in NHR's Absorb Online Learning System *prior to or within the first two (2) weeks of their placement*. The package may take approximately five (5) hours to finish. Learners register in Absorb.

- 7.12 **Senior Practicum Nursing Learner Orientation Curriculum Package - Senior Practicum Nursing learners** complete this package in NHR's Absorb Online Learning System (in addition to 7.11). The package is comprised of two (2) components including Component 1 – All Day Orientation Webinar or In-Person Event (organized by the office of the CNO) and Component 2 – Online Modules which may take over two (2) hours to complete. Learners register in Absorb for all sessions.

8.0 Glossary

- 8.1 **Destination Coordinator (DC):** an HSPnet term that is used for HSPnet processes. The DC is an NHR manager who manages learner placements for their units. Is also referred to as the placement manager.
- 8.2 **Supervisor:** an HSPnet term that is used for HSPnet processes. The supervisor is also known as an NHR preceptor in learner placements.
- 8.3 **Placement Coordinator:** an HSPnet term that is used for HSPnet processes. The placement coordinator is a representative of the education facility that sends learners to a receiving agency for a placement.
- 8.4 **Receiving Coordinator:** an HSPnet term that is used for HSPnet processes. The receiving coordinator is also known as the Learner Placement Coordinator for the Northern Health Region.