



**NORTHERN
HEALTH REGION**

LEARNER HANDBOOK

Learner Placement Program

Healthy People, Healthy North.

June 2023



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LAND ACKNOWLEDGEMENT

The Northern Health Region acknowledges that we are situated on Treaty 5, 6, and 10 Territory and that Manitoba is located on the traditional and ancestral lands of the Anishinaabeg, Anishininew, Denesuline, Nehethowuk, Ininiwak, Nêhiyawak Nations. We acknowledge that Manitoba is situated on the homeland of the Red River Métis. We respect waters, land, histories, language and cultures of First Nations, Métis and Inuit whose presence enriches Canadian society.

We respect and acknowledge that we are all connected through the Spirit and Intent of Treaties and Treaty Making and remain committed to working in collaboration and partnership that will encompass equity, justice, truth and reconciliation. The term “Indigenous” means First Nations, Métis, and Inuit inclusively. We acknowledge the unique status of Indigenous Peoples in Manitoba and Canada.

NORTHERN HEALTH REGION LEARNER PLACEMENT GUIDELINES

This handbook is a reference tool to be used by learners, Northern Health Region (NHR) managers, NHR preceptors, and education facilities. This document outlines information that is helpful especially to the learner who successfully enters the Learner Placement Program (LPP) including senior practicum placements in the NHR.

The policies and information contained in this handbook are subject to change without notice. We strive to be as current as possible at all times although this may not always be possible. Learners are encouraged to seek updated information from their placement managers or preceptors as the case may be.

If you have any questions or need further clarification on any subject contained in this handbook, please contact the Learner Placement Program Coordinator by email at NHRAlearner@nrha.ca or by phone at 204.627.6800

WELCOME TO THE NHR LEARNER PLACEMENT PROGRAM

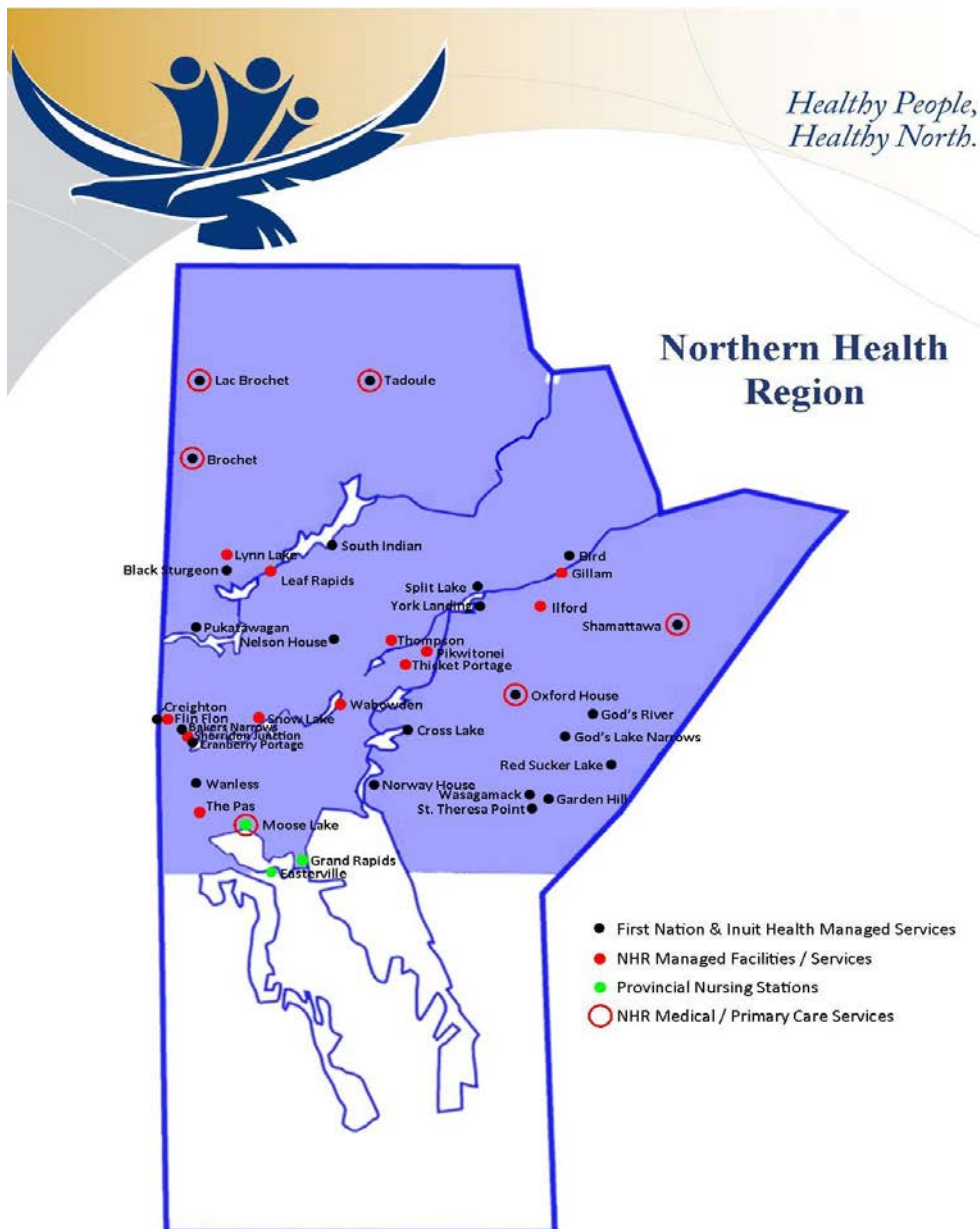
The Learner Placement Program provides an opportunity to combine your education with applied work experience in a health care environment. The Learner Placement Program also provides potential new employee prospects for the NHR, and it gives us the chance to evaluate learners in a variety of roles within a health care setting. For example, the NHR has provided placements for the following career paths in the past:

Nurse (BN, RN, RPN, LPN, DPN)
Nurse Practitioner
Physician
Occupational Therapist
Physiotherapist
Respiratory Therapist
Pharmacist
Pharmacy Technician
Public Health
Paramedic
Dental Hygienist
Dietitian
Health Care Aide
Health Information Management Professional (Health Records)
Social Worker
Midwife

In the NHR, we welcome a variety of learners, and we are open to requests in many different areas which may not be listed above. Learner placements vary in duration, and they occur year-round.

ABOUT THE NHR

The Northern Regional Health Authority (also known as the Northern Health Region) was created in May 2012 through the amalgamation of the former NOR-MAN and the Burntwood Regional Health Authorities. The NHR is geographically the largest of the five RHAs in the province of Manitoba.



Within the Region there are:

- 2 cities (Thompson and Flin Flon)
- 6 towns (The Pas, Gillam, Grand Rapids, Leaf Rapids, Lynn Lake, Snow Lake)
- 1 Rural Municipality (Kelsey)
- 1 Local Government District (Mystery Lake)
- Multiple hamlets and cottage settlements making up "unorganized territories"
- 26 First Nations communities
- 16 Northern Affairs Communities

The land of the Northern Health Region is a mixture of Canadian Shield with many lakes and rivers, as well as permafrost with a sub-arctic climate. The boreal forest has a diverse mix of trees including balsam, fir, tamarack, white spruce and black spruce. Deciduous trees such as white birch, aspen, and poplar are found more in the southern portions of the region. The permafrost in the Taiga shield is located in the north-western part of the region has small, slow growing coniferous trees. It is transitional area between the boreal forest in the south and the tundra further north. The Northern Health Region is an area rich in natural resources which is reflected in the economy. Hydroelectricity, fishing, mining, and tourism are key economic sectors.

The NRH has a population of 76,847 people spread over 396,000 km², resulting in a population density of 0.17 persons per km² compared to 2.21 persons per km² for the entire province of Manitoba. The NHR has the least dense population of all health regions. The NHR accounts for just under six per cent of the provincial population. Between 2002 and 2012, the NHR experienced a growth rate of 6.3 per cent compared to the growth rate of 10 per cent in the province overall.

According to NHR's Community Health Assessment in 2019, Indigenous people comprise 72.6% of the population of the Northern Health Region. According to Manitoba Health 2012 population estimates, about 40% of residents live in First Nations communities and remaining 60 per cent live off-reserve. Just under one-third of residents (31.9%) report speaking at least one Indigenous language compared to only 6 per cent of Manitobans. In fact, NHR residents account for 81 per cent of Manitoba residents who report speaking an Indigenous language.

The NHR is a young region with a median age of 26 (compared to Manitoba at 37). Almost one in three residents (30%) of the region is under the age of 15 compared to 19 per cent of Manitoba residents. On the opposite end of the spectrum, 6.1 per cent of Northern Region residents are age 65 and older compared to 14.1 per cent of Manitobans. Although the older age group makes up a smaller proportion of the population than Manitoba overall, the number of residents age 65 and older grew by 30 per cent between 2002 and 2012 compared to a growth rate in this age group of 13.6 per cent in Manitoba.

Regional Offices

The region maintains offices in each of the three major centres within the region. At least one Vice President and an Executive Director of Clinical Services are located in each of these centres. The regional offices are located at:

84 Church Street, Flin Flon MB R8A 1L8
Ph: (204) 687-1300 Toll free: 1-888-340-6742

163 Edwards Ave, Box 240, The Pas MB R9A 1K4
Ph: (204) 627-6800 Toll free: 1-888-340-6742

867 Thompson Drive South, Thompson MB R8N 1Z4
Ph: (204) 677-5350 Toll free: 1-888-340-6742

Our Mission, Vision & Values

As approved by our Board of Directors, the vision, mission and values of the NHR form the foundation that our organization is built upon.

The Vision that the NHR strives to attain is:
Healthy People, Healthy North.

The Mission of the NHR symbolizes the way we function in achieving our Vision:
The Northern Health Region is dedicated to providing quality, accessible, compassionate health services.

The Values we demonstrate in everything we do at the NHR are:
Trust, Respect, Integrity, Compassion & Collaboration.

TRANSPORTATION

Getting to the Region

There are several ways of getting to the NHR—flying, driving, and other public transportation such as bus service.

The NHR may provide transportation assistance to senior practicum placements only. Each application is assessed based on agreements in place with the various education facilities and financial resources available.

For all non-practicum placement requests, all transportation arrangements and expenses are to be incurred by the learner.

Flying

If flying, Calm Air is the major airline that services the north. Calm Air has jet planes that seat from 22 to 30 people. There are either 2 seats on each side of the plane or 1 seat on one side and 2 seats on the other. Seats are not assigned and are on a first-come first-served basis as you board the plane (your ticket will not have a seat number). There is a flight attendant and a washroom on the plane.

Visit www.calmair.com for information regarding luggage allowance. All luggage is normally weighed including all carry-on luggage. Learners are responsible for paying any excess baggage fees.

FOR ELIGIBLE SENIOR PRACTICUM LEARNERS:

1. The NHR books and pays for one return flight from Winnipeg to the practicum site via Calm Air. The Learner Placement Program Coordinator must book the flight in order to take advantage of our NHR discounts with Calm Air. Please communicate by email to NHRAlearner@nrha.ca. *(Learners will not be reimbursed for flights booked for themselves.)*
2. Learners communicate directly with the Learner Placement Program regarding details of the return trip, and all travel arrangements should be confirmed **at least one month prior to the practicum start date**. Learners receive an e-ticket for the return trip.
3. Learners are responsible for travelling to or from the James Richardson International Airport in Winnipeg and are not be reimbursed for transportation costs to or from the airport.
4. A taxi slip that can be used as payment for transportation from the site's northern airport to the practicum site are left for pick up along with the apartment keys at the hospital admission desk (Flin Flon or The Pas) or at the hospital emergency desk (Thompson). (The learner asks the taxi driver to take them to the accommodations with one stop at the hospital to pick up apartment key and taxi slip.)

Driving

Learners may elect to drive their own vehicle to the NHR rather than fly to the placement location. Depending on the placement site, the drive may be 6 – 10 hours or more. Keep in mind that there may be long stretches along the highways on which cell phones will not work. Learners should also be prepared for all extremes of weather and road conditions especially when driving in winter—remember to research safety preparations before driving north in winter. Special attention should be given to locations and opening times of gas stations in remote areas. For learners headed to Thompson, note that the last available gas station is located in Grand Rapids.

Learners are responsible for their own fuel and parking expenses while in the NHR. Our **sites vary with regard to parking regulations** so be sure to ask the Human Resources Assistant (HRA) at your site for specifics.

FOR ELIGIBLE SENIOR PRACTICUM LEARNERS:

1. Mileage is reimbursed for one (1) return trip from Winnipeg to the practicum site, and the amount is not greater than the cost of a return flight booked by the NHR.
2. Learners communicate directly with the Learner Placement Program via NRHAlerner@nrha.ca regarding the processing of the mileage reimbursement, and all arrangements should be confirmed at least one month prior to the practicum start date.
3. Reimbursements are processed during the first week of placement and learners may request an electronic fund transfer (Direct Deposit). If electronic fund transfer is not requested, a cheque will be mailed to the learner's home address.
4. All reimbursement rates are determined by NHR's travel department and are subject to change without notice.
5. Learners are responsible for their own fuel and parking expenses while in the NHR and no further mileage/gas money will be paid.

Transportation While in the Region


Taxi service is available in The Pas (Cal's Cab, City Cabs), Flin Flon (Ty's Taxi, Kwik Cabs (based in Creighton SK)), and Thompson (Orange Taxi, Thompsons Cab, Northstar Taxi). Learners are responsible for all taxi expenses.

ACCOMMODATIONS

Accommodations are only provided if available for eligible learners (approved Dietetic, Allied Health, Senior Practicum placements only) in the Learner Placement Program. Often community members contact the NHR to let us know that they have private accommodations available, and if requested, the NHR can provide learners with contact information. The NHR is not responsible for agreements or arrangements made in these instances.

FOR ELIGIBLE DIETETIC, ALLIED HEALTH OR SENIOR PRACTICUM LEARNERS:

1. The NHR has a number of apartments that are used by employees, learners, new hires, physicians, and others when travelling to the different sites.
2. Learners may be provided with free NHR accommodations which are subject to availability.
3. The apartment is booked by the Learner Placement Program and is booked the day before your placement starts until the day after your placement ends. Please ensure that you communicate directly with the Learner Placement Program by sending inquiries and confirmed travel dates to NRHAlerner@nrha.ca. Also, please **ensure that you notify the Learner Placement Program if your placement ends early so that the apartment can be released for use by others.**
4. The apartment key(s) are left for you to pick up from the hospital admission desk (Flin Flon and The Pas) or the hospital emergency desk (Thompson).

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5. Apartments may be shared with other learner(s) in the same group placement of the same education facility. Each learner has their own bedroom (with either double- or queen-sized bed), and they share the kitchen, living area, bathroom, and television.
 6. Guests including friends, relatives, or significant others are not allowed to stay in the apartment. If someone is coming to visit, a hotel room or other accommodations must be arranged for and paid for by the learner.
 7. Bed linens, pillows, and towels are provided; however, learners are welcome to bring their own pillows and towels. Learners are responsible for laundering all items.
 8. A washer and dryer are available either in the unit or the building and some are coin-operated. Learners are responsible for laundering expenses.
 9. A modest number of dishes, pots, pans, utensils, etc. are provided in each unit.
 10. Normally, a *hotel* amount of soap, tissue, toilet paper, etc. is provided. Learners should bring all personal products including shampoo and soap and are expected to purchase their own toilet paper, dish and laundry detergent, etc. when the initial supply runs out.
 11. Apartment Wi-Fi access is provided free of charge; however, the NHR is not responsible for providing Wi-Fi if not functioning. The Wi-Fi will most likely not handle watching movies, etc. online. The hospitals also have Wi-Fi.
 12. There are no computers or printers provided in the apartments. Learners will have access to office equipment at the hospital.
 13. One parking stall with plug-in is provided when available.

FOOD/SUPPLIES

The three sites all have major chain and/or local grocery and department stores. In addition, there are chain and local restaurants. Learners will need to purchase their own food. The cost of food in hospital cafeterias at the three major sites is reasonable.

FINANCIAL INSTITUTIONS

Major financial institutions are located at the three major sites.



RECREATION

The north is brimming with lakes, trails, and areas to explore. Below is a handy reference guide when looking for things to do off-shift.

*Northern Manitoba - the heart of "adventure territory".
Surrounded by breathtaking lakes, beautiful forests and amazing farm land,
you will encounter the same challenging career opportunities
as the big city amidst the tranquility of nature.*

<p>Thompson http://www.thompson.ca/</p>	<p>The Pas http://www.townofthepas.ca/ Opaskwayak Cree Nation http://www.opaskwayakcreenation.ca</p>	<p>Flin Flon http://www.cityofflinflon.ca/</p>
<p>Fitness, Recreation, Leisure, Entertainment, Shopping & Dining</p>		
<p>Thompson Regional Community Center (ice rinks, fitness center) Thompson Curling Club Outdoor Pool & Splashpad Iron Fitness Gym Laban Fitness Nickel Days (June) Winterfest (February) Paint Lake Provincial Park Pisew Falls Rotary Suspension Bridge Millennium Trail and Spirit Way Thompson Golf Course Mystery Mountain Ski Hill Thompson Stables Strand Theatre (movies) Thompson Playhouse Theatre City Centre Mall Variety of fast-food and dining establishments Mapped and well-maintained snowmobile trails with warm-up</p>	<p>Roy H. Johnston Arena (curling & ice rinks) Gordon Lathlin Memorial Centre (ice rink) OCN Blizzard Hockey Club Northern Manitoba Trapper's Festival (February) Opaskwayak Indian Days (August) Halcrow Lake Golf & Country Club Aseneskak Casino Winton Pool (Indoor) The Pas Wellness Centre (gym) Rotary Club Ice Fishing Derby The Sam Waller Museum Clearwater Lake Provincial Park (including The Caves Self-Guiding Trail) Grace Lake Boardwalk and Boreal Trail The Pas Community Walking/Biking Trail Spray Park (located at Centennial Park)</p>	<p>Flin Flon Community Garden Johnnie's Social Club Limestone Crevices (Denare Beach) Flin Flon Community Hall Gym Kayak and Snowshoe Rentals Mapped Snowshoe Trails Flin Flon Museum Bakers Narrows Provincial Park Disc Gold – Riverside Park Pickle Ball (3 court locations) Board Game Club Drama clubs NorVA Centre (Northern Visual Arts) Community Choir Sal's Fitness Center Phantom Lake Golf Club Blue Berry Jam Festival (August) Joe Brain Petting Zoo (June – August) Flin Flon Bombers Hockey Club (SJHL) Uptown Curling Club Flin Flon Ski Club</p>



<p>shelters (requiring an annual Sno-Pass)</p> <p>Thompson Auto Club</p> <p>Northern Manitoba Off Road Association</p> <p>Gun Club</p> <p>NC Crossroad Lanes</p> <p>Lock n' Load Paintball and Mini Putt</p>	<p>Disc-golf course next to the walking path on the southeast side of the bridge (free)</p> <p>Theatre 53</p> <p>Astronomy Club</p> <p>Car Club</p> <p>Board Game Club</p> <p>Otineka Mall</p> <p>Uptown Mall</p> <p>Variety of fast-food and dining establishments</p> <p>Mapped and well-maintained snowmobile trails with warm-up shelters (requiring an annual Sno-Pass)</p>	<p>Bust the Winter Blues Festival (March)</p> <p>Flin Flon Trout Festival (June - July)</p> <p>Flin Flon Boardwalk centrally located around Ross Lake</p> <p>Big Island Drive-In (one of the last running outside movie theaters in Canada)</p> <p>Variety of fast-food and dining establishments</p> <p>Mapped and well-maintained snowmobile trails with warm-up shelters (requiring an annual Sno-Pass)</p>
Places of Worship		
<p>10 Churches of different denominations (i.e. Roman Catholic, Lutheran, United, Pentecostal, Anglican, Church of Latter-day Saints, etc.)</p> <p>1 Mosque</p>	<p>11 Churches (i.e. Anglican, Baptist, Roman Catholic, United, Jehovah's Witness, etc.) including 2 at the Opaskwayak Cree Nation</p>	<p>13 Churches of different denominations in the community</p>
Other Interests		
<p>University College of The North Campus</p> <p>YWCA Thompson</p> <p>Thompson Humane Society</p> <p>Thompson Neighborhood Renewal Corporation</p> <p>Thompson Public Library</p>	<p>University College of The North Campus</p> <p>The Pas Regional Library</p> <p>The Pas and Area Animal Shelter is always looking for volunteers</p> <p>The Pas Community Renewal Corporation</p>	<p>University College of The North Campus</p> <p>Saskatchewan Indian Institute of Technologies (SIIT) Creighton Career Centre</p> <p>Northlands College (Creighton)</p> <p>Volunteer opportunities at the Flin Flon Creighton & Area SPCA</p> <p>Variety of service clubs</p> <p>Flin Flon Public Library</p> <p>Mining Academy Flin Flon</p> <p>Revitalization</p>

PERSONAL SAFETY

It is important to become familiar with the community and practice good personal safety at all times. Safety is a concern no matter where one lives.

ABOUT THE PLACEMENT

Before You Arrive

Security Check Requirements

Learners are required to have security checks (Criminal Record Check/Vulnerable Persons, Child & Adult Abuse Registry Checks) within 12 months of placement start date prior to the commencement of their placement. *For senior practicum placements, security checks that were in place at the start of the educational program will meet our requirements.* The educational facility verifies via HSPnet (or by email for Guest Access HSPnet Users) that the learner meets this requirement.

Review PHIA Policies on Intranet

You need to be logged into the NHR intranet for this step, and you receive log-in information in the confirmation package which is sent to you by email approximately a month prior to your start date (see Placement Confirmation Package below).

- [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](#)

Required Documents

Learners complete several required documents, and your school's placement coordinator or instructor provides you with these documents. Submit the following to NRHAlearner@nrha.ca:

- **Information Request Non-NHR Associate/Learner Form #NHR_0057**
- **Pledge of Confidentiality Form #NHR_0196** – *Before signing this document, it is expected that you have reviewed the PHIA policies noted above*
- **Northern Regional Health Authority Work Experience Liability Release Waiver Form #NHR_0145**

Placement Confirmation Package

Approximately one (1) month prior to the placement start date, a placement confirmation package is emailed to you. **Take the time to read the package** which contains details about your placement including the names and contact information for your placement manager, preceptor (as needed), and schedule (as needed). The

package also includes information needed to access Absorb and the NHR Intranet, along with any electronic access, travel/accommodation information (if applicable).

Next Steps – Use the Information Provided in the Confirmation Package

1. **Create your Absorb account** (making sure you use your educational email address) and log in to **begin your modules** (see Orientation on page 13 & 14 for more details) - *this process will differ for current NHR employees who may also be learners. Current employees will log in with their NHRA email addresses.*
2. Set up an **entry appointment** with the appropriate Human Resources Assistant (HRA) who will provide you with your NHR access card. (Your educational facility's representative may also make this appointment to pick up access cards for large group placements.) **The access card is a security and patient safety measure that is required to be worn along with your educational identification at all times during your assigned shifts.** The HRA is also able to provide you with a parking pass (if required). HRAs can be contacted at each site:

HRA The Pas, 204-623-9211, HRThePas@nrha.ca
HRA Flin Flon, 204-687-9357, HRAFF@nrha.ca
HRA Thompson, 204-778-1519, HRAThompson@nrha.ca
3. Finalize senior practicum **schedule** with preceptor (if applicable)
4. Confirm **arrival and departure dates** with the Learner Placement Program Coordinator (if applicable)

Learners in Thompson will have access to the NHR's library (physically located in Thompson) but they will not be able to borrow resources.

Your First Day

Attend your entry appointment with the HRA to pick up your access card (unless your educational facility representative has already done so) and parking pass (if needed). **The access card is a security and patient safety measure that is required to be worn during every shift along with your educational identification.**

HRA The Pas, 204-623-9211, HRThePas@nrha.ca
HRA Flin Flon, 204-687-9357, HRAFF@nrha.ca
HRA Thompson, 204-778-1519, HRAThompson@nrha.ca

Orientation

Depending on the unit, learners may be required to attend a ½ day of orientation that is the same as all new employees attend. Your placement manager and/or preceptor will advise you of the orientation process specific to your placement unit.

Learner Orientation Curriculum Package

Additionally, there are a number of modules in NHR's online learning system, Absorb, that all learners are required to complete. ***Prior to or within the first two (2) weeks of their placement***, learners complete modules which may take approximately 5 hours.

Senior Practicum Nursing Learner Orientation Curriculum Package

This component is completed in addition to Learner Orientation Curriculum Package noted above. The Senior Practicum Nursing Learner Orientation Curriculum Package is comprised of Component 1 - All Day Orientation Webinar or In-Person Event and Component 2 - Online Modules (which should be completed ***prior to or within the first two (2) weeks of their placement***). Learners register in Absorb for both components.

Hours of Placement

Shifts will vary according to placement site and type of placement. Please discuss your schedule with your placement manager and/or preceptor as the case may be.

For clinical placements, all attempts will be made to schedule learners to work the same hours as their preceptors. For the most part, these learners can expect to work 12 hour days or nights including weekends.

Use of Cell Phones While on Duty

Please review the [NHR Policy on Cell Phone Use While on Duty](#) which can be found on the Intranet. To summarize, please use communication devices responsibly making sure that:

- Use does not interfere with patient care activities and/or negatively impact a patient;
- Confidentiality is maintained;
- Use limits both patient and co-worker disruption;
- Safety is maintained; and
- Productivity, quality and efficiency is optimal.

Dress Code

Please review the NHR [Dress Code Policy](#) which can be found on the Intranet. The NHR has the discretion to question the appearance of work attire/hygiene as it relates to infection control, safety, and professionalism. Individual departmental protocols may vary.

Confidentiality

The NHR expects all personnel, learners and volunteers to adhere to the Pledge of Confidentiality that was signed as a required document. Please also refer to the [Confidentiality Policy](#) which can be found on the Intranet.

Clinical Placements

The Executive Director of Clinical Services at the practicum site works with managers to match preceptors and learners. All attempts are made to have one consistent preceptor; however, this may not be possible in all cases and additional preceptors may need to be identified.

Mask Fit Testing

Learners who are likely to come into contact with patients at any time are required to have personal protective equipment (PPE) and may also be required to be mask fit tested. If you have been fit tested for any type of mask and you have already been provided with a mask by your educational facility, please bring your mask with you for the duration of the placement.

The NHR assists those education facilities who do not have equipment to undertake this requirement or for learners who do not have an N95 mask. In this case, the placement manager arranges appointments for mask fit testing **within the first week of the placement.**

Clinical Sites

	Thompson General Hospital	The Pas Health Complex: St. Anthony's General Hospital	Flin Flon General Hospital
Unit	Catchment of approximately 47,000 residents	Catchment of approximately 24,000 residents	Catchment of approximately 14,600 residents
Chemotherapy	√	√	√
Dialysis	10 stations	10 stations	4 stations
Emergency	Approximate Visits = 28,000–30,000/yr 10 Treatment Rooms (Includes triage room & 4 stretcher bays) 2 Resuscitation Rooms	Approximate Visits = 25,000/yr 3 Treatment Rooms 1 Resuscitation Room with 2 stretchers	Approximate Visits = 15,000/yr 2 Minor Exam Rooms 4 Cardiac Monitored Rooms (SCU Capable)
Special Care Unit (Connected to Emergency)	3 beds	3 beds	2 beds
Medicine/Pediatrics/Surgery	28 Medicine beds 8 Pediatric beds 4 Surgical beds	21 Medicine beds (including Pediatrics and Surgery)	28 Medicine beds (including Pediatrics)
Nursery/Level 2 Intermediate Care	5 beds	-	-
Obstetrics/Gynecology	16 beds Approximate Births = 1000/yr	8 beds Approximate Births = 450/yr	--
Operating Room/Post Anaesthesia Care Unit/Day Surgery	4 Theatres Approximate Cases = 2000/yr Endoscopy	2 Theatres Approximate Cases = 500/yr	- Endoscopy
Palliative Care	2 beds	1 bed	1 bed
Mental Health Inpatient Unit	10 beds	8 beds	-

	Thompson General Hospital	The Pas Health Complex: St. Anthony's General Hospital	Flin Flon General Hospital
Addiction Recovery Centre	Eaglewood: 18 treatment beds 5 non-medical withdrawal management beds	Rosaire House: 16 beds 28-day residential treatment centre	-
Diagnostic Services (Shared Health)	CT Scan Ultrasound Radiology Laboratory Mammography	CT Scan Ultrasound Radiology Laboratory	Ultrasound Radiology Laboratory
General On-Site Services	Cafeteria Gift Shop Computer Lab	Cafeteria Gift Shop Computer Lab	Cafeteria Gift Shop Computer Lab
Clinics	√	√	√
Personal Care Home	Northern Spirit Manor	St. Paul's Residence	Flin Flon Personal Care Home Northern Lights Manor
	35 beds	60 beds	30 beds 36 beds

ROLES & RESPONSIBILITIES

Learner Placement Program Coordinator

The Learner Placement Program Coordinator is responsible for coordinating the Learner Placement Program and works closely with NHR managers (and other personnel) and educational facilities' placement coordinators to ensure that overall program objectives are met.

The Learner Placement Program Coordinator is also the learner's main point of contact until the placement is confirmed after which the appropriate NHR manager assumes that role.

The Learner Placement Program Coordinator is responsible for assisting learners with travel arrangements, mileage reimbursements and other administrative tasks such as assisting managers with electronic access to the NHR network, NHR email address, etc.

Learner

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 in this Handbook. Violations of these policies, rules and regulations could result in termination.

Learners are expected to wear NHR access cards along with educational identification at all times while on shift for security and patient safety reasons.

Learners are expected to follow the rules, regulations and policies set forth by their academic institutions.

Learners are expected to complete all online learning modules in Absorb.

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.

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.

Placement Manager & Supervisor/Preceptor

NHR placement managers are responsible for finalizing the placement schedule, and supervising placements in the Learner Placement Program. The placement manager, supervisor/preceptor and learner review the overall placement, specific objectives, job responsibilities and assignments as soon as possible after the learner begins the placement. The preceptor 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. For security and patient safety reasons, the placement manager and/or the supervisor ensures that the learner wears the NHR access card along with educational identification for every shift.

The placement manager arranges for learner to be mask fit tested when required.

The supervisor acquaints the learner with department personnel and gives 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.

The supervisor and learner should agree on an appropriate work schedule. Schedules are often predetermined depending on the department.

The supervisor instructs the learner about the confidential nature of the department's business and informs the learner of security policies.

The supervisor must be aware of work being done in the immediate area which may be hazardous to the learner and takes appropriate action to provide a safe work environment. This includes notifying the learner immediately of any outbreaks in the workplace.

The placement manager ensures that all electronic access is in place for the learner(s) by requesting the required access at least one month prior to the placement start date. For learners who are also current NHR employees, and who 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 supervisor provides open, honest, constructive and continuous feedback to the learner that includes strengths and development areas.

EMPLOYMENT AFTER THE PLACEMENT

Learners should discuss potential employment in the NHR during their placement. The NHR often hires new graduates from many career streams and offers a wide variety of experiences unlike anywhere else in Manitoba. Spending even a short time in the north will prepare new graduates for a lifetime of opportunities!

HELPFUL NHR CONTACT LIST

<p>The Learner Placement Program Coordinator assists with inquiries via NRHAlearner@nrha.ca about:</p>	<p>The Human Resources Assistant at your site assists with inquiries about:</p>	<p>Your Placement Manager and/or Your Preceptor assist with inquiries about:</p>
<ul style="list-style-type: none"> • Transportation (if applicable) • Accommodations (if applicable) • Reimbursements (if applicable) • Intranet & Absorb Access 	<ul style="list-style-type: none"> • Entry Process • Access Card • Parking (if required) 	<ul style="list-style-type: none"> • Placement Schedules • Placement Duties • Placement Details • Electronic Access (if required) • Absorb Modules