London Health Sciences Centre Supervisor Onboarding Checklist

Prior to the Start of Placement				
NirvSystem	If you are the Leader/Supervisor, please ensure that you connect with			
Registration Form	Learner Affairs 3-4 weeks before your Learner's anticipated start date			
9	and request the Registration Form.			
Must complete				
this as soon as	This form is used to import the learner into NirvSystem.			
possible.				
NirvSystem	The following attachment contains all requirements that must be			
Requirements	completed by the Learner before their anticipated start date.			
	Onboarding Pre-Requisites for NirvSystem			
Learner's System	The following system access is not requested by Learner Affairs. This			
Access	system access should be requested 2 weeks before you Learner's			
	anticipated start date.			
	System Access Request For an Affiliate (SARF to be completed			
	and approved by area leadership)			
	o S: Drive			
	o Cerner			
	 Surginet 			
	 Corporate Login 			
	Pyxis Access is requested through Pharmacy by completing a PARF.			
	You will require the Learner's date of birth (month and day) as well as their Learner ID# from their educational institution to complete the SARF & PARF.			
	System Access Request - ITS			
	Pyxis Access Request Form			
Glucose Barcode Nursing Learner	Glucose barcodes are utilized by all integrated practicum and consolidating nursing learners while at LHSC.			
	Where do they complete the training?			
	Where do they complete the training:			
	The training can be access through Learner Affairs: Glucose Barcodes			
	How do they get a barcode?			
	Learner Affairs will make the request through Point of Care Team.			
	Once the barcodes have been created they will be sent to the Clinical			
	Educator/Unit Nursing Station before their start date. The Learners are			
	to pick this up on their first day.			
	Please note, the barcode won't be activated until the 2 tasks are			
	completed through the Learner Affairs link above.			

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Learner Identification

All non-medical Learners coming on-site to LHSC must obtain an LHSC Learner Identification Card from Go2HR.

Once they have completed all of the prerequisites through NirvSystem, they will automatically be sent an authorization letter to obtain a Learner ID card from Go2HR (from either site). They must show the authorization letter along with photo identification when they present to GO2HR.

The LHSC Learner ID card will be worn with their school identification (if available).

Upon completion of their LHSC placement, their Learner ID must be returned to Go2HR (see locations below).

Failure to return their ID to Go2HR may result in an incomplete placement.

University Hospital

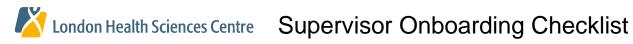
ID Badges - Room CLL-102 Monday to Friday – 0700-1600 Saturday & Sunday - Closed

Victoria Hospital

ID Badges - Room E1-500 Monday to Friday – 0700-1600 Saturday & Sunday - Closed



Learner on Site				
Learner Information	When connecting with your learner, refer them to the <u>Learner Onboarding</u> <u>Checklist</u> to ensure that they have completed all the requirements to be on placement.			
	Confirm the time and place to meet on the learner's first day and also provide your contact information. If the learner has not contacted you, please reach out to your leader.			
	Professional Attire : Please ensure that the learner is aware of what to wear on their first day.			
Learner Department Access	Any door or med room access is linked to their learner ID badge and room access can only be added to it once the learner has acquired it.			
	Please also ensure that they have an emergency code card located on the back of their ID badge. Learners must wear both their school and corporate ID badge on placement at all times			
	Door/Med Room Access			
	Arranged through Security Services, please contact:			
	<u>Daniel Watson (Operational Specialist - Support Services)</u>			
Unit Specific Orientation	Please ensure that on the first day you provide your learner with specific orientation to the unit which could include the following (if applicable):			
	 Introduce the learner to your team and their roles 			
	General Layout of area			
	Go over process if the Learner is absent/sick			
	Unit number to call if sick Drecenter number to call if sick			
	 Preceptor number to call if sick Review how to Call a Code for your area 			
	 Review how to Call a Code for your area Discuss the use of cell phones on unit (when and where is 			
	appropriate) Policy			
	Protecting Personal Health Information			
	Workspace Orientation			
	Break Spaces			
	Unit Lockers			
	Patient Documentation Protocols			
	Location of:			
	Crash Cart			
	Fire Equipment			
	Fire Pull			
	Fire Evacuation plan			
	Safe Room			
	Restraint cart			
	PPE			



	 PPE Signage Patient equipment – pumps, lifts etc. Cytotoxic spill kit Cytotoxic red bucket Eyewash emergency station Safe beverage station
Resources	Additional resources can be found on the Learner Affairs page. Additional Resources