Welcome to Health Sciences Centre Winnipeg

At Health Sciences Centre Winnipeg (HSC) you will be working with a team of dedicated professionals committed to our vision of "Patients First".

Our culture is one of hope, where we nurture positive relationships with our patients and team members.

We provide healthcare to people from many different cultural and language groups, serving residents of Manitoba, Northwestern Ontario and Nunavut.

We strive to involve the patient and family in every aspect of care, and to provide a respectful, comforting and welcoming environment.

In our organization, we value:
- Hope
- Caring
- Discovery
- Excellence
- Honour

About Health Sciences Centre Winnipeg

An operating division of the Winnipeg Regional Health Authority, HSC is one of the largest facilities of its kind in Canada. We are a major referral centre for complex health problems requiring expert consultation and sophisticated investigation and management, and a teaching and research centre.

HSC is a fully accredited teaching hospital formally affiliated with the University of Manitoba and CancerCare Manitoba.

Designated as the trauma centre for Manitoba, HSC is also Manitoba’s centre for neurosciences, burns, transplants and pediatric care.

Our clinical programs include the following:
- Medicine
- Surgery
- Anesthesia
- Women’s Health
- Critical Care
- Diagnostic Imaging
- Oncology
- Child Health
- Renal Health
- Rehabilitation/Geriatrics
- Clinical Health Psychology
- Adult Mental Health
- Adult Emergency
- Child & Adolescent Mental Health

Developed: July 2007
Revised July 2014
Senior Practicum Orientation Course at HSC

You are required to attend orientation prior to starting your Senior Practicum in the clinical area. Course content is presented by healthcare team experts. Topics include information about managing patient care at HSC, program-specific orientation, and information about career planning here at HSC.

Following is a list of topics typically covered in the course:

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<td>Policies, Procedures, and Emergency Response to Codes</td>
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<td>• Learning Packages</td>
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<td>Critical Incident Stress Management</td>
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<td>Employment Process</td>
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<td></td>
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<td>• Licensure</td>
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<td>Program-Specific Orientation</td>
<td>• Meet with Nurse Educators and go to units:</td>
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<tr>
<td></td>
<td>• Informal discussion on general pediatric concepts</td>
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<tr>
<td></td>
<td>• Pediatric medication quiz</td>
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<tr>
<td></td>
<td>Note: bring a calculator to complete the medication quiz</td>
</tr>
<tr>
<td>Child Health Programs</td>
<td>• Meet with Nurse Educators and go to units for Pyxis BioID</td>
</tr>
<tr>
<td>Adult Programs</td>
<td>• Program-Specific Orientation</td>
</tr>
<tr>
<td>Mental Health</td>
<td>• Program-Specific Orientation</td>
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</table>
Preparing to Attend Senior Practicum Orientation

Pyxis Student Registration (Online)

HSC has an online process for requesting access to the Pyxis Medication Administration System, If you have already registered during one of your other clinical experiences, you do not need to register again. If you are at HSC for the first time, you will need to register online to request access to the Pyxis Medication Administration System, - Go to http://www.hsc.mb.ca/students/
- Select “Nursing Students” and follow the instructions.

If you have questions about the registration process, contact the student placement office at nursingstudentplacement@hsc.mb.ca.

Important: If you registered on line and have had a name or graduation date change you are required to complete the Student Data Change Form (Appendix B). Please bring the completed forms to the Clinical Education Office/Student Placements as per the instructions on the form.

Photo ID/ HSC Access Cards

Effective for the 2014/2015 Academic Year, students will no longer be issued with HSC Photo ID. Students are required to wear the photo ID cards issued by their educational institution. HSC Access cards are available from Security Services which allows you to obtain common access throughout the Centre. Contact your Senior Practicum Advisor for information on obtaining an Access Card.

Students who have already been issued with HSC Photo ID can continue to utilize the existing card and processes. Please review your HSC photo ID badge to ensure that it has not expired. If it has expired, you must contact academic site/Senior Practicum Advisor to obtain a HSC Access Card.

Patient Laboratory Data

To view laboratory results electronically HSC currently uses the KEA program, also known as Results Reporting. To assist you when using this program for the first time, you may wish to use the Results Reporting Quick Reference Guide as a resource. (Appendix A)
Preparing… (continued from page 3)

Pyxis Medication Administration System PYXIS

"Pyxis" is the computerized medication administration system used at HSC. To be granted access, you must complete steps one and two of the following process and obtain the necessary documentation several weeks before your scheduled clinical practice.

1. After you complete the HSC student online registration, complete the Pyxis Computer Tutorial (Level 4000) available at your educational institution, or via the CareFusion learning portal located online at https://clp.carefusion.com/CLP/login_carefusion.aspx?ReturnUrl=%2fCLP%2fTrainingItemDetail.aspx%3fTrainingItemId%3d50035%26Revision%3d0&TrainingItemId=50035&Revision=0 (you will be directed to login to access this site.)

2. When you have completed the tutorial, print the Certificate of Completion.

3. The Pyxis machine creates an electronic version of your fingerprint (BIO-ID). At the end of Orientation day, you will meet with a Nurse Educator and complete your student BIO-ID on a Pyxis machine in a patient care unit.

PYXIS Helpful Hints

- Once you complete your Online Student Registration, there is a time lapse before your information is in the system and you can BIO-ID. Complete your Student Registration at least two weeks before your clinical practice. This will ensure that you are in the system when it is time to BIO-ID on orientation day.

- If you have already registered online during one of your other clinical experiences, you do not need to register online again. However, if you have since had a name change or graduation date change, follow the instructions in the Student Registration section regarding completion and submission of the appropriate forms. This should be done at least two weeks in advance to ensure your information is in the system for BIO-ID on orientation day.

- When you complete your BIO-ID, be certain to remember your user login, password, and the finger that you used to create your electronic fingerprint. This will prevent login issues in the future.
HSC Policies and Procedures
http://hschome.hsc.mb.ca/policies/table_corporate.asp

Please familiarize yourself with the following policies during your practicum. The HSC Corporate Policy Manual is located on the HSC Home intranet.

### Personal Health Information Act (PHIA)
http://www.wrha.mb.ca/privacy/phia/policies.php

Have your PHIA card with you at all times when practicing in clinical areas.

### Post Exposure Prophylaxis (PEP) Protocol Care Map

In the event of exposure to blood and/or body fluids, the PEP Protocol Care Map must be followed. All patient care units have an “Information for Exposed Worker Package” available in the event of exposure.

### Smoke Free

All buildings and grounds at HSC are smoke-free. Smoking is not allowed on all facility grounds including: entranceways, sidewalks, driveways, green spaces, parking lots and parkades.

### Workplace Hazardous Materials Information System (WHMIS)

To ensure no one is put at undue risk through working with, or in proximity to, controlled products, HSC ensures compliance with Federal/Provincial legislation regarding WHMIS. You should know where the Material Safety Data Sheets (MSDS) are located on the patient care unit, as well as general WHMIS procedures.

### Infection Prevention and Control
http://www.wrha.mb.ca/extranet/ipc/manuals-acute.php

To minimize and prevent the risk of transmission of microorganisms, HSC insists that staff and students know and comply with routine practices.
Make the most of your practicum experience at HSC

Remember to:
 Collaborate and discuss your plan of care clinical assignments with nursing staff;
 Be prepared to administer medications, provide treatments, and ultimately plan and provide care for your patients in a safe manner;
 Ask questions;

 Communicate your concerns and provide feedback about your experience to the preceptor/course leader;
 Participate as part of the health care team where appropriate;
 Inform staff when you will be away from the patient care unit;
 Collaborate with nursing staff to document care/assessments you’ve provided.

General Information and Services

HSC Clinical Education
http://hschome.hsc.mb.ca/NursingEducationProgram/
HSC Clinical Education is a comprehensive resource for nursing education at HSC, including core curriculum and nursing specialty courses. Available on HSC Home (intranet).

Locker Services
Space within the patient care units is limited, so you are encouraged to use assigned lockers to store outdoor apparel, knapsacks, etc. Please note, the lockers may not be located patient care unit and, due to limited space, you will need to share a locker. Locker information will be provided by your Senior Practicum Advisor.

Parking, Shops, and Food Services
A student portal to the HSC Web site is located at http://www.hsc.mb.ca/students with links to information about car and bike parking, shops, and food services on the HSC campus.

Appendix A
RESULTS REPORTING QUICK REFERENCE GUIDE: 2003 (Valid Until October 10. 2014)

Appendix B
Student Data Change Form

HSC Maps
Maps of the campus and hallways are available on the HSC Web site, along with a brief explanation of the wayfinding zones, symbols and signage at HSC.
http://www.hsc.mb.ca/mapsCampus.html

Manitoba eHealth
Manitoba eHealth provides I.T. services to all health facilities in the province. For email or computer access service issues, contact the eHealth service desk by phone 204-940-8500, or by email servicedesk@manitoba-ehealth.ca.
NURSING UNIT, EMERG & DAY/NIGHT CARE

- Type “1”, <Return> at the ACTION prompt.
- Cursor is at Hospital:______. Press <Return> twice to accept default settings.
- Change default settings by entering desired Hospital and Unit.
- Access ALL patients on a unit (both in and Day/Night care) by adding a * (eg. GB3*)
- Select patient by line ID number, <Return>.

PERSONAL PATIENT LIST

- Type “6”, <Return> at the ACTION prompt.
- Create or Add to List:
  - At ACTION, type “a”, <Return>.
  - Enter HSC ID number, <Return>.
- Continue adding ID numbers or exit list by typing “/” <Return>.
- Delete from List:
  - 1 pt: “d-#” (eg. d-3)
  - multiple pts: consecutive: “d-#/#” (d-1/5)
  - random: “d-#;#;#” (d-2;5;7)
- Press “U” to save changes to list.
- Select patient by entering patient ID number, <Return>.
- Select method for viewing or trending by line ID number, <Return>.

INDIVIDUAL PATIENT WITH MENU OPTION

- Type “4”, <Return> at the ACTION prompt.
- Select patient by entering patient ID number, <Return>.
- Type “RESU”, <Return>.
- Select method for viewing or trending by line ID number, <Return>.

INDIVIDUAL PATIENT WITH COMMAND OPTIONS

- Type “7”, <Return> at the ACTION prompt.
- Select patient by entering patient ID number, <Return>.
- Enter desired command to View or Trend: “QUIC” for Quick Trend (10) “TREN” for Trend All “PROF” for Profile Trend “PID” for Print ID

Note: the above commands can be used at any screen with a patient ID list.

ADMITTED PATIENT RESULTS BY PHYSICIAN

- Type “2”, <Return> at the ACTION prompt.
- Cursor is at Physician No:______. Type in physician number, <Return>. (If physician number unknown, press < = >, <Return> to access Physician Lookup List).
- Select patient by line ID number, <Return>.
- Select method for viewing or trending by line ID number, <Return>.

AMBULATORY CARE RESULTS

- Type “5”, <Return> at the ACTION prompt.
- For Results by Patient, type “1”, <Return>.
  1. Enter patient ID number.
  2. Type “Resu” to obtain results.
- For Results by Clinic Physician, type “2”, <Return>. Type physician number or press < = >, <Return> for list of physicians.
  1. Select patient by line ID number.
- For Results by Clinic Name, type “3”, <Return>. Type clinic name code, <Return>.
  1. If clinic name unknown, press < = >, <Return> to access lookup table. With cursor at Hosp column, type in hospital code to obtain Clinic Lookup table.
  2. Select clinic by line ID number. Select patient by line ID number.
- For Results by Clinic Room Number, Press <3>. Type < = >, <RETURN> to display a list of clinics. Type clinic room number and press <Return>.
  1. If clinic number unknown, press < = >, <Return> for lookup table.
  2. Select clinic by entering line ID number. Select patient by entering line ID number.
- Select method for viewing or trending by line ID number, <Return>.

Hospital Codes:

- General GEN
- Children’s CHI
- Women’s WOM
- PsychHealth PSY
- Rehab RRS

For further help call the Helpdesk @ 72222
METHODS TO VIEW & TREND

1. STAT Results: STATs rec’d in last 24h.
2. Quick Trend(10): Trends the last 10 sets of results or results for the last “n” number of days.
3. Profile Trend: Limits trend to a profile of tests.
4. Trend All: Trend of all results on a patient.
5. Trend Group: The to all results or limits trend to tests done by one laboratory.
6. All Results: List of all tests.
7. Group Results: A menu to select a specific group such as Microbiology.
8. Previous Results: Results rec’d in last 7 days.
9. Specific Test: All results on a specific test.
10. Print Results from ID: Allows for printing of results directly from a list of lab results.

Frequently Used Keys

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<tr>
<th>Terminal</th>
<th>PC</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
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<td>&lt;PF1&gt; &lt;PF4&gt;</td>
<td>Exit</td>
</tr>
<tr>
<td>&lt;PF4&gt;</td>
<td>&lt; - &gt; (on numerical keypad)</td>
<td>Previous Screen</td>
</tr>
<tr>
<td>&lt;PF1&gt;</td>
<td>Num Lock</td>
<td>Prints All</td>
</tr>
<tr>
<td>&lt;PF2&gt;</td>
<td>&lt; (on numerical keypad)</td>
<td>Print dates on screen</td>
</tr>
<tr>
<td>&lt;PF3&gt;</td>
<td>&lt;*&gt; (on numerical keypad)</td>
<td>Prints worksheet</td>
</tr>
<tr>
<td>&lt;F7&gt;</td>
<td>&lt;F7&gt;</td>
<td>Menu</td>
</tr>
<tr>
<td>&lt;F8&gt;</td>
<td>&lt;F8&gt;</td>
<td>Moves to Action Prompt</td>
</tr>
<tr>
<td>&lt;Return&gt;</td>
<td>&lt;Enter&gt;</td>
<td>Confirm Entry</td>
</tr>
<tr>
<td>?? ??</td>
<td>?? ??</td>
<td>Help</td>
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<td>?? ??</td>
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<td>More Help</td>
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<td>?? ?? ?? ??</td>
<td>More Help</td>
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<tr>
<td>&lt;Next&gt;</td>
<td>&lt;Page Down&gt;</td>
<td>Displays next screen</td>
</tr>
<tr>
<td>&lt;Remove&gt;</td>
<td>&lt;Page Up&gt;</td>
<td>Displays previous screen</td>
</tr>
</tbody>
</table>

TO VIEW, TREND & PRINT

VIEW (results for specific date(s) and time(s))
- Select result(s):
  1 result: enter line ID number <Return>
  consecutive results: #/# (eg. 1/6)
  random results: #;#;# (eg. 3;5;7)
- Press <Return> to view 1st selection. Press <PF4> for next selection until all are viewed.
- To print, type “Print”.

TREND (results for multiple dates and times)
- At a list of patient results, select specific tests for trending by line ID number. When selection complete, type “Trend”, <Return>.
- To save time use one of the trend options on the “Patient Lab Results Lookup Mode Selection” screen.
- At a list of Patient Ids, type “QUIC”, “TREND” or “PROF” to trend the last 10 time periods, all results in a trend or a trend limited to the user selected test codes in a profile.
- To request creation of a profile, complete the form at the back of the Results Reporting Instruction Manual and send to Chemistry (MS5).
- To create a histogram, at a trend screen, type test code (eg Na), <Return>. To manipulate the graph, type “Range”. To change the scale of the graph, type new Max, Min and spacing numbers.
- To Print refer to print options at bottom of screen.

PRINT (Print Results from ID)
- Selecting option 10 displays an “All Results” screen with a “PRINTING RESULTS” message.
- Print from List:
  1 result: enter line ID number <Return>
  consecutive results: #/# (eg. 1/6)
  random results: #;#;# (eg. 3;5;7)
- Type “PID” to access option 10 from any screen with an ID list.

MISCELLANEOUS

1. To Reduce the Number of Keystrokes:
   - <PF1>, <PF4>: moves from results back to patient list.
   - <PF1>, <PF4>: moves from patient list back to main menu

   Do not use above commands on a trend screen.

On a trend screen, print the trend then exit the trend screen with <PF1> <PF4>.
- use <ENTER> to scroll down a list of results or patients. There is no key to move up the list. At the bottom of the list press <ENTER> to move the display back to the top of the list.
- use <→> and <←> to move right or left in a trend screen.
- use <NEXT> on a terminal and <Page Down> on a PC to move downward in a trend screen
- use <PREV> on a terminal and <Page Up> on a PC to move upward in a trend screen.

For further help call the Helpdesk @ 72222

September 29, 2003
Appendix B

Student Data Change Form (name or graduation date)

Students are required to complete this form if there have been changes to the initial information they entered into the on-line Student Registration Data base. (https://forms.manitoba-ehealth.ca/studentForms/)

Important: Students are only able to register on-line once.

STUDENT NAME: ____________________________________________________

STUDENT ID No. (Last five digits only): ___________________________

NAME CHANGE:

Current Surname ___________________ Current First Name: ________________

Previous Surname: __________________ Previous First Name: ______________

GRADUATION DATE CHANGE:

Original Graduation Date: __________________

Month/Day/Year

New Graduation Date (please include your senior practicum when calculating the Grad date):

________________________________

Month/Day/Year

Please print or type and be sure all blanks are filled in.

Bring the completed forms and your Student ID card to the Clinical Education Office/Student Placements:

NA138 700 McDermot Avenue, Winnipeg MB R3E 0T2 Phone: 204 787-2927

To be completed by Clinical Education Office (Verify information on both forms with Student ID Card)

Authorization Signature ____________________________________________

Print Name: __________________ Room #: _________ Phone: __________

Information updated in Student Registration Data Base: _____________ Date: ____________