Welcome to Health Sciences Centre Winnipeg

As a Nursing Instructor or clinical education facilitator (CEF) for nursing students employed by one of Manitoba’s Educational Institutions you will be working with a team of dedicated professionals committed to our vision of “Patients First”.

HSC plays a special role in providing primary care to the community surrounding the hospital and in the core area of Winnipeg, as well as to Aboriginal and Inuit peoples across Manitoba, northwestern Ontario and Nunavut. HSC Winnipeg exists to provide the best possible hospital experience for patients and families and a positive working and learning environment for staff, volunteers and future healthcare providers.

HSC is the designated Trauma Centre for Manitoba, as well as the centre for transplants, burns, neurosciences and pediatric care. Our highly skilled teams of professional staff provide acute care and continuing care.

In our organization, our core Behaviors are:

• Responsive
• Enterprising
• Passionate

Our Aspirational Behaviors are:

• Aligned
• Collaborative
• Efficient

For more information about HSC please visit our website:  www.hsc.mb.ca
HSC Policies and Procedures

HSC Policies and Procedures are accessible through the HSC Intranet. Prior to the first clinical practice day, Nursing Instructors need to become familiar with how to access the online policies and procedures, and ensure that they have the proper computer access before bringing students onto the patient care units.

Prior to the first clinical practice day Nursing Instructors and students must become familiar with and abide by the Policies and Procedures as outlined on this page.

Additional nursing skills practice resources are available by clicking the Nursing Skills Online icon on your HSC computer desktop.

Patient Safety Event Reporting
To ensure timely, comprehensive and factual reporting and investigating of Patient Safety Events (PSEs), including occurrences, near misses and critical incidents, all Nursing Instructors and students shall:
• Report PSEs to the appropriate individuals as designated.
• Access RL6 online event reporting system
• Follow the procedure for reporting and managing the occurrence, near miss or critical incident as outlined in the policy

Personal Health Information Act (PHIA)
HSC adheres to the WRHA PHIA policies and procedures. All Nursing Instructors and students must ensure that they have their PHIA card with them at all times when practicing in the clinical area.

Blood and Body Fluid – Post Exposure Management
In the event of exposure to blood and/or body fluids the Blood and Body Fluid – Post Exposure Management must be followed. All patient care units have available an “Information for Exposed Worker Package”.

Smoke Free
HSC Winnipeg campus has been designated a Scent Free Zone. Smoking is not allowed on all facility grounds; this includes entranceways, sidewalks, driveways, greenspaces, 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.

Photo ID for Facility Access
As outlined in the WRHA GOVERNED SITES Policy 65.40.010 Photo Identification (ID) for any accredited Instructor or student working and operating within a facility (HSC) shall obtain and carry a Photo ID Card. The Photo ID Card must be worn at all times in a clearly visible location while on HSC property.

ID cards issued by a recognized and accredited educational institution are accepted as the official ID badge. Students will be issued Access Cards in order to obtain common access.
Nursing Staff, Student and Nursing Instructor Roles and Responsibilities

Nursing Instructors are responsible for overseeing the clinical practice of nursing students at HSC. It is important to understand the roles and responsibilities of the nursing staff at the centre. There are also expectations of student nurses and the Nursing Instructors.

Nursing Staff Responsibilities:
Collaborate and discuss the plan of care with the student when he/she has the same clinical assignment.
Ensure that medications and treatments, and ultimately the plan of care, are completed for the patient in a safe manner.
Report any concerns and provide feedback to the Nursing Instructor.

Student Nurse Responsibilities:
Collaborate and discuss the plan of care with the nursing staff when they have the same clinical assignment.
Attend clinical prepared to administer medications, provide treatments, and ultimately the plan of care for their patients in a safe manner.
Ask questions to enhance their learning experience on the patient care unit.
Communicate any concerns and provide feedback to the Nursing Instructor about their experience.
Practice participating within the health care team as appropriate.
Inform staff when they are off the patient care unit for other activities.
Document provided care/assessments with the collaboration of the nursing staff as appropriate.

Nursing Instructor Responsibilities:
• Collaborate to create connection between the educational institution and the clinical setting.
  - Establish collegial relationships, specifically with patient care unit staff, CRNs, Unit Educator, Manager.
  - Facilitate staff/student interactions.

• Orient self and students to the clinical area.
  - Shadow in the area to familiarize self with the practice setting.
  - Develop an orientation for students so students can function effectively in the area.

• Ensure safe practice by the students.
  - Develop appropriate clinical assignments which take the student’s abilities into consideration.
  - Be accessible to staff and students in a timely manner.

• Present self as an effective role model.
  - Demonstrate effective interpersonal and nursing skills.
  - Have confidence in own abilities.
  - Share clinical expertise with staff on the unit

• Encourage patient care unit Staff/CRN/Manager and students to critique teaching strategies.

Supervision Requirements for Administration of Medications in Clinical Practice by Nursing Students

Ensure nursing best practices in medication administration and Academic Site specific policies/guidelines regarding appropriate supervision of students are followed.

Department of Clinical Education – Revised July 2018
Nursing Instructor Checklist

Completing all of the “tasks” on the list will ensure that all necessary arrangements are in place to begin the clinical experience. Please see specific sections in this manual for further information pertaining to each task.

<table>
<thead>
<tr>
<th>Task</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrange for “Orientation” days for self on Patient Care Unit with Manager/CRN/Designate. The Manager of Patient Care name/ contact information has been sent to your academic site. Please contact your course leader to obtain this information.</td>
<td></td>
</tr>
<tr>
<td>Ensure students have completed PYXIS ES tutorial and contact HSC Nurse Educator for Bio ID (see PYXIS section).</td>
<td></td>
</tr>
<tr>
<td>Complete Appendix A for each clinical placement group at HSC. Give this form to the HSC Nurse Educator during the Bio-ID appointment.</td>
<td></td>
</tr>
<tr>
<td>Have each student complete a WRHA Pyxis User Agreement. Give these forms to the HSC Nurse Educator during the Bio-ID appointment.</td>
<td></td>
</tr>
<tr>
<td>Book rooms for post-conference(s) (see Post-Conference Room Booking section).</td>
<td></td>
</tr>
<tr>
<td>Arrange for student lockers (see Locker Services section).</td>
<td></td>
</tr>
<tr>
<td>Complete Facility Access Process. Contact Security Services for Photo ID/Access Cards (see HSC Facility Access Card section).</td>
<td></td>
</tr>
</tbody>
</table>

Note: All Nursing Instructors taking their students to the OR must complete the Nursing Instructor SCRUBSTATION ACCESS Form. This form and INSTRUCTIONS FOR NURSING INSTRUCTORS RE: SCRUBSTATION ACCESS AT THE HEALTH SCIENCES CENTRE has been sent to your academic site (placed on HSPnet). Please contact your course leader to obtain this information.

Instructors are responsible for taking out and returning the students’ OR scrubs for their experience.

Instructors sending students to the OR must arrange for a group orientation session prior to the 1st student going to the OR. Contact the OR Manager of Patient Care/CRN/Designate to make these arrangements.
Computer Access
Instructors and students require access to the HSC Computer system to obtain information such as laboratory results, policies and procedures, etc. Please contact your academic site for your computer system access information. If you experience log in issues please contact eHealth Service Desk at 204-940-8500 or servicedesk@manitoba-ehealth.ca

Nursing Instructors who are also employees at HSC can use their staff computer login credentials for access.

Patient Laboratory Data and EPR
Nursing Instructors need to complete EPR training at the academic site prior to commencing their clinical rotations with students. The following EPR LMS modules should be completed: Intro to EPR, EPR Results, and EPR Care Alerts. Students should also complete EPR training prior to beginning their placement. Your academic site has EPR system access information for instructors and students. Please contact your academic site for your EPR system access information. If you experience log in issues, please contact eHealth Service Desk at 204-940-8500 or servicedesk@manitoba-ehealth.ca

Nursing Instructors who are also employees at HSC can use their staff computer login credentials for EPR access.

Please Note: Nursing Instructors and students who arrive on site with no computer or EPR User Name and/or password will be directed to contact Manitoba eHealth Service Desk (Phone: (204) 940-8500)

eHealth requires users to change their password every 90 days. Instructors and students should log in to their WRHA account at least once within a 90 day period to maintain an active account.

PYXIS Access for Nursing Instructors and Students

PYXIS Helpful Hints and Resources
- Remember your user login and password and the finger used for BioID
- Refer to the Nursing Pyxis ES User Guide located at the PYXIS station
- Login to computer every 90 days to maintain an active computer account
- Contact ehealth Service Desk @ 204-940-8500 for login or account issues

If you have questions about Pyxis access, contact the student placement office at nursingstudentplacement@hsc.mb.ca or 204-787-2927

IMPORTANT
Wasting of narcotics shall be performed immediately after dosage calculation and must be documented in the patient record. It is the responsibility of the Clinical Instructor to ensure that students have wasted or accounted for all narcotics. It is the responsibility of the student to report any discrepancies discovered to their instructor or CRN if the Instructor is not available. It is also the responsibility of the Instructor to check for any discrepancies and ensure that All discrepancies created by a student are resolved prior to the end of the student’s shift. If the discrepancy is not resolvable the unit manager must be notified and a RL6 completed by the instructor/student. Narcotic wastage and discrepancy resolution is monitored and reported to the WRHA Clinical Education Program to be communicated to the educational Institutions when students are involved.

Instructors may want to review with students the reference material on the following links: Wasting Narcotics and Discrepancies.
PYXIS Access for Students

Prior to the start of the clinical rotation:

1. Each student needs to complete the PYXIS ES Computer Tutorials available at the educational institution.

2. The student needs to print a Certificate of Completion and show it to their Nursing Instructor.

3. The student needs to complete the WRHA Pyxis User Agreement for each placement. The Nursing Instructor signs and dates the form as the "Manager/Supervisor Authorization". This form is provided to the student by their Academic Institution. This will be given to the HSC Nurse Educator at the Bio ID appointment.

4. The Nursing Instructor contacts the appropriate HSC Nurse Educator and books an appointment for student BioID registration. Bio ID registration is completed at PYXIS Med Stations on the patient care units.

5. The Nursing Instructor provides the HSC Nurse Educator with each student’s WRHA Pyxis User Agreement and the PYXIS ES Access and BioID Registration form (see Appendix A) at the time of Bio ID registration.

Pyxis Access for Nursing Instructors

Nursing Instructors who are HSC staff should use their existing HSC staff Pyxis account to log in.

Nursing Instructors who are not HSC staff will require a distinct Pyxis account with a one year maximum duration without renewal and should follow the steps outlined below:

1. Complete the 8 PYXIS ES Computer Tutorial available at your educational institution or at the BD Learning Compass:

   https://clp.carefusion.com/CLP

   BD Tutorials include:

   - CLP1107A
   - CLP1107F
   - CLP1107H
   - CLP1107B
   - CLP1107O
   - CLP1107G
   - CLP1107E
   - CLP1107Q

2. Print the Certificate of Completion when finished the tutorials.

3. Complete the PYXIS Access Form for Nursing Instructors (Appendix C) and a WRHA Pyxis User Agreement.

4. Bring the completed forms to the Clinical Placement Office, Room NA138, Isabel M. Stewart Building, 700 McDermot Ave., R3E 0T2

   Phone 204-787-2927.

5. PYXIS Access Form for Nursing Instructors is authorized/signed by HSC personnel. This step is required to provide the Nursing Instructor with PYXIS access. Nursing Instructors are granted PYXIS access for the educational year and access expires at the end of the educational year; a new application must be completed at the start of each educational year (i.e. August/September) of the educational year;
HSC Photo ID/Access Cards

Nursing Students

HSC Student Access Cards

1. Students are required to wear their academic student photo ID card.

2. Prior to their HSC clinical placement the Instructor must telephone HSC Security Services (Phone No.: 204-787-1465) to make an appointment for students to obtain Access Cards. Security Services will provide further instructions at the time of the phone call.

3. At the appointed time the Instructor will go with their clinical group to Security Services, (Orange Bison Zone, Level 2, Room MS-245), to obtain student Access Cards. Security Services will require each student's academic student photo identification card.

4. Security Services will issue each student an HSC Access card. These cards must be returned to Security Services at the completion of the rotation/practicum.

Nursing Instructors

HSC PHOTO ID

1. Complete the Nursing Instructor Application for HSC Facility Access Card Form (Appendix B).

2. Bring the completed form to the Clinical Placement Office, Room NA138, Isabel M. Stewart Building, 700 McDermot Ave., R3E 0T2.

3. Clinical Placement Office will sign/authorize the form.

4. You are required to bring your academic employee identification card with you when you bring the form to the Office.

5. Contact HSC Security Services (Phone 204-787-1465) to make an appointment for photo to be taken.

Return of Facility Access / Photo ID

All student facility access cards must be returned directly to Security Services (Orange Bison Zone, Level 2, Room MS-245) upon completion of the clinical experience) by the person that the card is issued to. Instructor HSC Photo ID cards must be returned upon completion of their employment/term as an instructor at HSC.

Security Services will not issue the person another identification card until the previous access card is returned. Cardholder will be charged $20.00 administration if not returned.
General Information and Services

Post-Conference Room Booking
To book a room email: corporateroombooking@hsc.mb.ca and provide the following information:

1. Date
2. Start and end time of meeting
3. Number of people
4. Room preference (if any)
5. A contact name, phone number, fax number, email address, and name of educational institution.

Room availability and booking(s) will be confirmed via email.

Locker Services
Space in patient care units is limited. Students must use assigned lockers to store outdoor apparel, knapsacks, etc. Locker space is limited and students will have to share. To obtain locker space for students email WRHA Capital Planning kbeek@wrha.mb.ca and provide the following information:

1. Number of female and male lockers needed
2. Start/end time that lockers are needed.
3. A contact name, phone number, fax number, email address, and name of educational institution.

Locker availability will be confirmed by the WRHA Capital Planning contact. Please note that students are required to bring their own locks. Locks need to be removed at the end of each clinical shift. Locks left on lockers after the clinical day will be removed by HSC Security and locker contents will be placed in the Lost & Found located in Orange Bison Zone, Level 1, Room MS-108.

HSC Clinical Education InTRAnet
HSC Clinical Education is a comprehensive resource for nursing education at HSC. Available on HSC Home, this can only be accessed internally from an HSC desktop http://hschome.hsc.mb.ca/clinical-education.html

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 computer access service issues, contact the eHealth service desk by phone 204-940-8500, or by email servicedesk@manitoba-ehealth.ca.

Neil John Maclean Health Sciences Library
Located on the 200 level of Brodie Centre, the Library supports research, program development and patient care activities of all staff and students at HSC.

U of M Health Sciences Book Store
Located on the 100 level of Brodie Centre.

Parking, Shops, and Food Services
Visit the HSC Web site for information about car and bike parking, shops, and food services on the HSC campus. http://www.hsc.mb.ca/

If you have any further questions or require further information, please email nursingstudentplacement@hsc.mb.ca. Allow up to 3 business days for a response.
### Appendix A

#### STUDENT NURSES Pyxis ES Access and BIOid Registration

**Instructions to CEF/Instructor:**
- Contact the HSC Nurse Educator to arrange for Bio ID registration.
- Ensure each student in the clinical group has completed the PYXIS ES education tutorials.
- **Complete and sign Appendix A prior to BIOid registration.**
- Appendix A and the WRHA Pyxis User Agreements for each student are given to the HSC Nurse Educator at the time of activation of the Pyxis account and Bio ID registration.

Please complete the following for each Nursing Group placement at HSC:

<table>
<thead>
<tr>
<th>Student Name (print)</th>
<th>eHealth Student User ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
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<tr>
<td>3.</td>
<td></td>
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<tr>
<td>4.</td>
<td></td>
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<td>5.</td>
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<tr>
<td>6.</td>
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<tr>
<td>7.</td>
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<tr>
<td>8.</td>
<td></td>
</tr>
</tbody>
</table>

**Nursing Instructor Name:** ____________________________________________

**HSC Patient Care Unit:** ____________________________________________

**Academic site:**
- Red River College
- University of St. Boniface
- University of Manitoba
- Assiniboine College
- Brandon U
- Other: ___________________________

**BIOid Registered by:**

**HSC Nurse Educator:** Name: ____________________________ Date: ____________________

HSC Educators: Return Completed Form and WRHA Pyxis User Agreements to Lee Micah Villegas, NA435
## Appendix B

### Nursing Instructor Application For HSC Facility Access Card

All Facility Access Cards are the property of HSC and must be returned to MS-245 upon completion of your employment with the Education Facility.

Do you currently have a HSC Facility Access / Security card? _____ Yes _____ No.

If YES, please bring card and application when you attend MS-245 for your new access card.

<table>
<thead>
<tr>
<th>Date of Birth:</th>
<th>Expiry Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yr / Mo / Dy</td>
<td>Yr/Mo/Day</td>
</tr>
</tbody>
</table>

NAME: 
(Surname) (Usual / Legal First Name and Initial)

Home Address: 

Postal Code: ___________________________ Home Phone Number: __________________

Program/Title: ________________________________

Education Facility: __________________________

(if applicable please fill out the following:)

HSC Work Location: __________________________ Work Phone #: __________________

<table>
<thead>
<tr>
<th>Office Use Only</th>
<th>COMMON ACCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMMON ACCESS:</td>
<td></td>
</tr>
<tr>
<td>All main exterior doors (HSC)</td>
<td>/</td>
</tr>
<tr>
<td>All main parkades to tunnels (HSC)</td>
<td>/</td>
</tr>
<tr>
<td>Buhler building to HSC</td>
<td>/</td>
</tr>
</tbody>
</table>

Authorization Signature ___________________________ Date: ______________

Print Name: __________________________ Room #: ______________ Phone: _______________

Please be sure all blanks are filled as authorized. Thank you.

<table>
<thead>
<tr>
<th>Security Use Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access #:</td>
</tr>
<tr>
<td>Lost Date:</td>
</tr>
</tbody>
</table>
# Appendix C

## Pyxis Access Form for Nursing Instructors at HSC (applicable to non HSC staff only)

<table>
<thead>
<tr>
<th>Requestor’s Name:</th>
<th>Requestor’s Phone No.:</th>
<th>Date of Request:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barb Benoit</td>
<td>204-787-2927</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Supervisor’s / Manager’s Name:</th>
<th>Sup.’s / Mgr’s Phone No.:</th>
<th>Date Required: (ASAP is not acceptable)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Senior Operating Secretary’s Name:</th>
<th>Senior Secretary’s Phone No.:</th>
<th>Date Received:</th>
</tr>
</thead>
<tbody>
<tr>
<td>n/a</td>
<td>n/a</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Request Type:</th>
<th>Add</th>
<th>Change</th>
<th>Move</th>
<th>Terminate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

### User Information:

- **First Name**
- **Last Name**
- **Title**: CEF/Nursing Instructor
- **Unit assigned to:**
  - Assiniboine College
  - Brandon U
  - Red River College
  - University of St. Boniface
  - U of M

### Academic Site

- **Portfolio**
- **Office Location**: HSC No office – clinical rotations on Unit
- **Phone No.**: NA/ or 787-2927
- **Fax No.**: NA/ or 787-1467

**Are you currently employed at the Health Sciences Centre and/or the WRHA in a nursing capacity?**
- **Yes**
- **No**

If yes, where?

**Pyxis Access Issued for one academic year:**

<table>
<thead>
<tr>
<th>From:</th>
<th>to September 30/</th>
<th>Mo/Day/Yr</th>
<th>yr</th>
</tr>
</thead>
</table>

### Systems/Functions Requiring Access

- **Pyxis Medication Delivery**
  - **Nursing**

**PHIA PLEDGE FORM HAS BEEN SIGNED. If No, scheduled for:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Applicant Signature:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Supervisor/</th>
<th>Signature:</th>
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</table>

Bring the completed form to the Clinical Placement Office, Room NA138, Isabel M. Stewart Building, 700 McDermot Ave., R3E 0T2 (Phone 204-787-2927)