



Prior to the Start of Placement		
<input type="checkbox"/>	<p>NirvSystem Registration Form</p> <p><i>Must complete this as soon as possible.</i></p>	<p>If you are the Leader/Supervisor, please ensure that you connect with <a href="#">Learner Affairs</a> 3-4 weeks before your Learner's anticipated start date and request the Registration Form.</p> <p>This form is used to import the learner into NirvSystem.</p>
<input type="checkbox"/>	<p>NirvSystem Requirements</p>	<p>The following attachment contains all requirements that must be completed by the Learner before their anticipated start date.</p> <p><a href="#">Onboarding Pre-Requisites for NirvSystem</a></p>
<input type="checkbox"/>	<p>Learner's System Access</p>	<p>The following system access is not requested by Learner Affairs. This system access should be requested 2 weeks before you Learner's anticipated start date.</p> <p><b>System Access Request For an Affiliate (SARF to be completed and approved by area leadership)</b></p> <ul style="list-style-type: none"> <li>○ S: Drive</li> <li>○ Cerner</li> <li>○ Surginet</li> <li>○ Corporate Login</li> </ul> <p><b>Pyxis Access</b> is requested through Pharmacy by completing a PARF.</p> <p>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 &amp; PARF.</p> <p><a href="#">System Access Request - ITS</a>  <a href="#">Pyxis Access Request Form</a></p>
<input type="checkbox"/>	<p>Glucose Barcode Nursing Learner</p>	<p>Glucose barcodes are utilized by all integrated practicum and consolidating nursing learners while at LHSC.</p> <p><b>Where do they complete the training?</b></p> <p>The training can be access through Learner Affairs: <a href="#">Glucose Barcodes</a></p> <p><b>How do they get a barcode?</b></p> <p>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.</p> <p>Please note, the barcode won't be activated until the 2 tasks are completed through the Learner Affairs link above.</p>



<input type="checkbox"/> Learner Identification	<p>All non-medical Learners coming on-site to LHSC must obtain an LHSC Learner Identification Card from Go2HR.</p> <p>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.</p> <p>The LHSC Learner ID card will be worn with their school identification (if available).</p> <p>Upon completion of their LHSC placement, their Learner ID <u>must</u> be returned to Go2HR (see locations below).</p> <p><b>Failure to return their ID to Go2HR may result in an incomplete placement.</b></p> <p><b><u>University Hospital</u></b> ID Badges – Room CLL-102 Monday to Friday – 0700-1600 Saturday &amp; Sunday – Closed</p> <p><b><u>Victoria Hospital</u></b> ID Badges – Room E1-500 Monday to Friday – 0700-1600 Saturday &amp; Sunday – Closed</p>
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Learner on Site	
Learner Information	<p>When connecting with your learner, refer them to the <a href="#">Learner Onboarding Checklist</a> to ensure that they have completed all the requirements to be on placement.</p> <p>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.</p> <p><b>Professional Attire:</b> Please ensure that the learner is aware of what to wear on their first day.</p>
Learner Department Access	<p>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.</p> <p>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</p> <p><b>Door/Med Room Access</b> Arranged through Security Services, please contact: <a href="#">Daniel Watson (Operational Specialist - Support Services)</a></p>
Unit Specific Orientation	<p>Please ensure that on the first day you provide your learner with specific orientation to the unit which could include the following (if applicable):</p> <ul style="list-style-type: none"><li>• Introduce the learner to your team and their roles</li><li>• General Layout of area</li><li>• Go over process if the Learner is absent/sick<ul style="list-style-type: none"><li>○ Unit number to call if sick</li><li>○ Preceptor number to call if sick</li></ul></li><li>• Review how to Call a Code for your area</li><li>• Discuss the use of cell phones on unit (when and where is appropriate) <a href="#">Policy</a></li><li>• Protecting Personal Health Information</li><li>• Workspace Orientation</li><li>• Break Spaces</li><li>• Unit Lockers</li><li>• Patient Documentation Protocols</li></ul> <p><b>Location of:</b></p> <ul style="list-style-type: none"><li>• Crash Cart</li><li>• Fire Equipment</li><li>• Fire Pull</li><li>• Fire Evacuation plan</li><li>• Safe Room</li><li>• Restraint cart</li><li>• PPE</li></ul>



	<ul style="list-style-type: none"><li>• PPE Signage</li><li>• Patient equipment – pumps, lifts etc.</li><li>• Cytotoxic spill kit</li><li>• Cytotoxic red bucket</li><li>• Eyewash emergency station</li><li>• Safe beverage station</li></ul>
Resources	Additional resources can be found on the Learner Affairs page. <a href="#">Additional Resources</a>