



Nursing Orientation Frequently Asked Questions

Where do I go for Nursing Orientation?

Foundations of HSC nursing practice is held in NA165 in the Isabel Stewart Building (700 McDermot Ave.) on the HSC campus. This is the first nursing orientation course. Other courses / remaining class locations will be shared with you on this first day of nursing orientation. A link to the campus map is available on the internet <http://www.hsc.mb.ca/files/mapHSCCampus.pdf>

- **Who do I contact if I can't make orientation?**
 - For New Employee Orientation (NEO) (Day 1 or Day 2):
Email osd@wrha.mb.ca or phone 204-787-1582
 - For Nursing Orientation other than NEO:
Email newhire@hsc.mb.ca and your hiring manager
- **What if I have not received your letter of offer and I am scheduled to start orientation?**

Please talk to your hiring manager and bring this to their attention. The Manager will advise you on how to proceed.
- **What do I do if I am not sure I am registered for orientation or what I am registered for?**

Please contact your hiring manager. If you are unable to reach the manager, you may contact newhire@hsc.mb.ca with your query.
- **What is the schedule for the day?**

Each orientation day will run from 0800 to 1600. We will provide the schedule when you arrive in the morning.
- **Do I get my photo ID during the orientation?**

No. Attaining your photo ID is a separate task and is organized by your hiring manager.
- **I have worked at HSC in the past; do I really need to attend orientation?**

That is a great question and it is something you should discuss with your hiring manger.
- **I was senior practicum student at HSC, so is it necessary for me to attend?**

Yes, as an employee you will need to attend the first 3 days of orientation within 3 months of your hiring date. The orientation after day 3 does vary, so that requires a discussion with your hiring manager.
- **I thought when I was in senior practicum I attended Orientation?**

As a student, you may have already taken the Foundations of Adult Health Nursing Practice course as a component of your Senior Practicum Orientation. If this is the case, please inform your manager. You may not be required to repeat this one course.



Nursing Orientation Courses and Registration Information

DAY	Course	Notes	Registration
1 (Mon)	New Employee Orientation Day 1	Mandatory for all new hires.	<p>Go to: www.wrha.mb.ca/osd</p> <p>Click on “How to register for courses” (top right side bar of the OSD website page – follow the on-line registration procedures for new or existing users)</p> <p>To create an OSD profile, click on “New User” and fill out the form. Click on the “Submit” button at the bottom of the page. *Note that your online profile has to be approved before you can register - you will receive an email confirmation once it has been approved. Accounts are approved during regular business hours, Monday to Friday.</p> <p>To register for orientation, go to the OSD website and click the “HSC Programming” link on the right side menu bar. Then click the “CLICK HERE to register” link and choose the Health Sciences Centre New Employee Orientation - Day 1 & Day 2 link. On the calendar displayed, choose a date and select and follow the on-line instructions to REGISTER.</p> <p>You will receive an email confirmation that registration has been received.</p>
2 (Tue)	New Employee Orientation Day 2	Mandatory for all new hires that will be direct care providers.	
3 (Wed)	Foundations of Health Sciences Centre Nursing Practice	Attended by all new hires who are nurses.	<p>Your manager or the administrative assistant in your program may register you for these courses.</p> <p>Registration for these courses can only be done on a Health Sciences Centre networked computer on the HSC Intranet.</p>
4 (Thu)	Foundations of Adult Health Nursing Practice	Typically attended by nurses working with the adult population	<p>If you do have access to the HSC Intranet, you may register yourself through the HSC Clinical Education web site http://hschome.hsc.mb.ca/NursingEducationProgram/</p>
5 (Fri)	Foundations of Older Adult Nursing Practice		

- **Can I bring my cell phone to work with me?**

Please review the regional policy in relation to use of electronic devices. Please speak with your hiring manager for unit specific practices.

<http://home.wrha.mb.ca/corp/policy/files/10.20.025.pdf>

- **Will I be permitted to access my cellular device during orientation class?**

We would ask that you assure your ringer is muted. If there is an urgent matter (call or text) and you need to respond immediately to the emergency, please leave the classroom to take the call or respond to message.

- **I read somewhere that HSC / WRHA is scent free. What does that mean?**

We ask that all staff refrain from using any scented products (perfumes, hairsprays etc.). For further information refer to dress code:

<http://home.wrha.mb.ca/corp/policy/files/20.10.020.pdf>

- **What is my role as a newly hired nurse?**

As a new RN you are required to follow:

- Standards of Practice for Registered Nurses
- Entry Level Competencies for Registered Nurses in Manitoba
- Code of Ethics for Registered Nurses

<http://www.crnmb.ca/memberinfo-nursingpracticeexpectations.php>

As a new RPN you are required to follow the Standards of Practice and Entry Level Competencies set out by the CRPNM:

<http://www.crpnm.mb.ca/psychiatric-nursing/standards-and-code-of-ethics/>

<http://www.crpnm.mb.ca/psychiatric-nursing/entry-level-competencies/>

Development of a learning plan and objectives for the first year is done in partnership with your hiring manager. There are many tools and resources to help you along the way.

- **The role of the hiring manager**

The manager should assure that you have been registered in all the necessary orientation courses relative to your program. They should also assure you have computer and e mail access at the centre. You should receive an employment checklist from your manager with more details.

- **What do I wear to work?**

Please review the dress code. Questions related to unit specific uniforms should be directed to your hiring manager. Dress code:

<http://home.wrha.mb.ca/corp/policy/files/20.10.020.pdf>

- **Should I use my locker and change at work?**

Please discuss obtaining a locker, locker use and dress code practices with your hiring manager.