

HSC Nursing Clinical Education Facilitator (CEF) Manual

Welcome to Health Sciences Centre Winnipeg – a Shared Health Facility

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

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.

Our vision is Patients First:

- Patients are at the center of everything we do
- We see our work through patients' eyes, and do what is right, not necessarily what is easiest
- We involve patients in their care, listening and learning everything we can, and sharing what we know
- Together, we provide the very best possible hospital experience for the people we serve

About Health Sciences Centre Winnipeg

HSC is a Shared Health facility and is Manitoba's hospital. We are a major referral centre for complex health problems requiring expert consultation and sophisticated investigation and management.

HSC is a fully accredited teaching hospital and research centre formally affiliated with the University of Manitoba and Cancer Care Manitoba.

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

HSC Maps, Parking, Shops and Food Services visit: www.hsc.mb.ca

Our clinical services 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

HSC Policies and Procedures

HSC policies and procedures are accessible through the HSC InTRAnet, from an HSC desktop. CEFs should become familiar with how to access the online policies and procedures and ensure that they have the proper computer access

Nursing Skills Online (NSO) is accessible on an HSC desktop



HSC Clinical Education InTRAnet

HSC Clinical Education is a comprehensive resource for nursing practice at HSC. Available on HSC Home, the InTRAnet can **only be accessed internally** from an HSC desktop [Clinical Education – HSC InTRAnet](#)

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.

Patient Safety Event (PSE) Reporting

To ensure timely, comprehensive, and factual reporting and investigating of PSEs, including occurrences, near misses and critical incidents, all CEFs and students shall:

- Attend to the safety and wellbeing of all people involved, addressing immediate clinical needs of the patient(s) and notify immediate supervisor or designate a physician if applicable
- Follow the procedure for reporting and managing the occurrence, near miss or critical incident as outlined by document ***NS01799 Initial Management of Patient Safety Events at HSC*** [NS01799 Initial Management of Patient Safety Events at HSC.pdf \(manitoba-ehealth.ca\)](#)
- Complete RL6 online reporting using the RL6 icon on an HSC desktop

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.

[HSC-Blood and Body Fluid -Post Exposure Management Policy 370.100.102](#)

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

To minimize and prevent the risk of transmission of microorganisms, HSC insists that staff, CEFs, and students know and comply with routine practices Acute Care Manual | Infection Prevention & Control | WRHA Insite

Post-Conference Room Booking

Meeting rooms can be viewed and booked through the Outlook calendar with a meeting request.

You must have an Outlook account to use this process.

Locker Services

Students must use assigned lockers to store outdoor apparel, knapsacks, etc. Connect with your academic site for assigned lockers. 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.

Student and CEF Roles and Responsibilities

CEF Responsibilities:

- CEFs are responsible for overseeing the clinical practice of nursing students at HSC.
- 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 clinical 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.

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 CEF about their experience.
- Participate 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.

HSC Photo ID/Security Access Cards

HSC Security Services, Room MS-245, Level 2, Orange Bison Zone, Ph: 204-787-1465

All CEFs and students at HSC shall carry a photo ID along with an HSC Facility Security Access Card

- The photo ID shall be **clearly visible** 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 Security Access cards in order to obtain common access
- **All CEFs who are HSC employees can use their employee HSC Security Access Cards for facility access**

To obtain Access Cards for students:

1. Prior to the start of the clinical placement, the instructor **telephone HSC Security Services to book an appointment**. Security Services will provide further instructions at the time of the phone call.
2. At the appointed time the instructor will obtain students access cards from the Security office
3. All student facility access cards **must** be returned directly to Security Services upon completion of the clinical placement. Any lost cards should be reported to Security Services immediately.

All non-HSC CEFs, to obtain Access Card:

1. Contact the **Care Coordination –Student Placement** department requesting an emailed, signed/authorized ***Nursing Application for HSC Facility Access*** form.
2. Complete the demographic portion of the form and **print the completed form**.
3. Contact HSC Security Services for an appointment to obtain access card - bring the completed form to your appointment and your academic employee photo ID (or valid government issued photo ID)
4. Contractor cards must be returned to Security Services upon completion of employment/term as an CEF

Computer Access

CEFs and students require access to the HSC computer system for lab results, policies and learning materials, etc. The academic requests all computer access for the instructor and students prior to the clinical placement

- **CEFs who are HSC employees can use their employee login**
- For computer access issues, contact the **Digital Health Service Desk** ph#204-940-8500, or email servicedesk@sharedhealthmb.ca

Mandatory EPR Modules

All CEFs and students must complete the following modules on the Learning Management System (LMS) or through the Academic Site:

1. Transfusion Medicine Best Practices (through LMS only)
2. The following EPR modules are required:
 1. Intro to EPR
 2. EPR Patient Information
 3. EPR Results Reporting
 4. EPR Allergies
 5. EPR Care Alerts and EPR Discharge

In addition to the above modules, all CEFs and students going to Women's Hospital must complete:

1. EPR Clinical Documentation
4. EPR Documents - Viewing
5. EPR Documents - Creating & Editing
6. EPR Health Issue Manager
7. EPR Acronym Expansion
8. EPR Flowsheets - viewing
9. EPR Clinical Summary Tab

PYXIS Access

IMPORTANT

- Wasting of narcotics shall be **performed immediately** after dosage calculation and must be documented in the patient record immediately after administration. It is the responsibility of the student to report any discrepancies discovered to their CEF. CEFs should ensure that **ALL** discrepancies created by a student are resolved prior to the end of the clinical shift. **The unit manager must be notified of any unresolvable discrepancies and an RL6 completed by the student/CEF.**
- Unresolved narcotic wastage and discrepancy resolution is monitored and reported to the Care Coordination – Student Placement dept., to be communicated to the academic site when students are involved.
- You can review the reference material on the following internal link (only accessible through HSC desktop): [Pyxis & Controlled Drugs & Substances Policy Update \(December 2019\)](#)

PYXIS Access for Students

For **each clinical rotation, each student must:**

1. Complete the **PYXIS ES Computer Tutorials** available at the educational institution or on LMS
2. Complete and sign a **Shared Health Pyxis User Agreement** form

For **each clinical group, the CEF needs to:**

1. Sign and date each student's **Pyxis User Agreement** form as the **"Manager/Supervisor Authorization"**
2. Contact the HSC Educator for the unit and schedule bioID registration for students
3. Provide the HSC Educator with each student's completed **Pyxis User Agreement** and the **PYXIS ES Access and BioID Registration** form (see Appendix A)
4. Inform the Care Coordination – Student Placement if/when any student withdraws from the clinical rotation

Pyxis Access for CEFs

- **CEFs who are HSC employees can use their existing PYXIS access**

CEFs who are not HSC staff will require a PYXIS account and should follow these steps:

1. Complete the **PYXIS ES Computer Tutorial bundle** available at your educational institution or on LMS
 2. Provide proof of completion to your academic site
 3. The academic site must ensure the CEF is granted pyxis access on the Digital Health Access form
 4. Complete a **Shared Health PYXIS User Agreement** which must be signed by your academic site.
 5. **Email** the completed **Pyxis User Agreement** to the Care Coordination – Student Placement Dept.
 6. Schedule bioID with HSC Educator for the unit
- CEFs are granted PYXIS access for the educational year only. A new application must be completed at the start of each educational year (i.e. August/September).
 - For any PYXIS access related issues while onsite, connect with the Educator and/or Digital Health

CEF Checklist

<p>Completing all the “tasks” in this table will ensure all necessary arrangements are in place to begin the clinical placement:</p>	<p>✓</p>
<p>CEFs arrange unit orientation days on the unit by contacting the Manager of Patient Care (MPC). Obtain MPC contact information from your academic site.</p>	
<p>Contact HSC Nurse Educator of unit for bioID registration for students (and CEF if applicable)</p>	
<p>Complete Appendix A for each clinical group and give form to Educator at bioID registration</p>	
<p>Obtain all completed Pyxis User Agreements from each student and give forms to Educator at bioID registration</p>	
<p>Book rooms for post-conference(s)</p>	
<p>Obtain student locker from academic site</p>	
<p>Contact Security Services for HSC Security Access cards</p>	
<p>Contact Care Coordination – Student Placement office if you have further questions/clarifications</p>	
<p><u>For clinical placements where students will have an OR experience:</u></p> <p>Adult Operating Room:</p> <ul style="list-style-type: none"> • CEFs are responsible for taking out and returning the student’s OR scrubs for their OR experience. You will be provided with scrub station access information via email from the academic site. CEFs sending students to the OR must arrange for a group orientation session prior to the 1st student going to the OR. Contact the Manager of Patient Care/CRN to make these arrangements. <p>Scrub Dispensers in HSC Women’s Hospital:</p> <ul style="list-style-type: none"> • Scrubs at HSC Women’s Hospital are now dispensed to staff/students through secure, card-access, SCRUBEX machines located on Level 3 of HSC Women’s in WN-3152 near Women’s Surgical Unit and WN-3358 near L + D. <p>Labour and Delivery:</p> <ul style="list-style-type: none"> • A 3-credit generic scrub access card for nursing student purposes has been generated. • The CEF will have to: <ul style="list-style-type: none"> ○ Retrieve this card from the L + D unit in the morning from the scrub card binder by L+D Reception Desk ○ Document on the SCRUBEX Generic Card sign out sheet ○ Be present when the student gets their scrubs/return their scrubs from the SCRUBEX machine and ensure credit is returned to the same card <p>Women’s Surgical Unit:</p> <ul style="list-style-type: none"> • The CEF should go to the MPC office indicating they require scrubs for the day shift. MPC office is located at the OR Control Desk WN-3209C. The MPC or designate will provide the CEF with a SCRUBEX access card • There is a sign out sheet for the SCRUBEX card located in the MPC office • The CEF should be present for when the student gets their scrubs/return their scrubs from the SCRUBEX machine and ensure credit is returned to the same card 	

STUDENT NURSES PYXIS ES Access and BioID Registration

Instructions to CEF:

- Contact the HSC Educator for the unit to arrange for Bio ID registration.
- Confirm each student has completed the PYXIS ES tutorials.
- Obtain completed **PYXIS User Agreement** from each student
- Complete and sign Appendix A
- Give Appendix A and each student's **PYXIS User Agreement** to Educator at bioID registration

Please complete the following for each nursing clinical group placement at HSC:

Student Name (print)	Digital Health Student User ID
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

Clinical Education Facilitator 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 Appendix A and **PYXIS User Agreements** via internal mail to NA427 Isabel M. Stewart Building