

Student Learner Placement E-Orientation

Prior to commencing a placement with Nova Scotia Health, all students/learners/clinical instructors must complete the below listed e-orientation items. You will be required to review/complete and submit proof of completion to your school.

Orientation must be completed annually if a student returns for additional placements in subsequent years.

Please select the appropriate link on how to complete these items:

- 1) [Nursing Student from a Nova Scotia based School](#)
- 2) [All Other Students](#)

Student Practice Education Orientation	Frequency
NS Health Respiratory Virus and PPE Orientation	Once
Protection of Person's in Care Act: Video and Fact Sheet	Once
NSH Respect in the Workplace	Once
Dress Code Policy	Once
Scent Free Policy	Once
Emergency Colour Codes	Once
e-Learning Modules:	Frequency
• Active Shooter Education	Annually
• Code Silver: Person with a Weapon	Annually
• Cybersecurity Awareness	Annually
• Fire Safety Training	Annually
• Infection and Prevention Control – Hand Hygiene	Annually
• Occupational Health and Safety at NSH	Annually
• Privacy and Confidentiality	Annually
• Respectful Workplace	Annually
• Safety Culture	Annually
• Violence in the Workplace – Part 1	Annually
• Violence in the Workplace – Part 2	Annually
• WHMIS 1988/2015	Annually

Nursing Students from a NS based School

As a nursing student from a NS based school, your school should have provided you with a Nova Scotia Health NSS Active Directory and temporary password. If you have not received these, please contact your school coordinator. Additionally, prior to proceeding with the below you must have changed your temporary password into a new passphrase; if you use the temporary password for the below you will be locked out of your account. You can contact your school coordinator on how to submit proof of completion.

1) Review the below policies and documents

General Orientation Policies and Documents	Frequency	Date Completed
NS Health Respiratory Virus and PPE Orientation <i>**See Appendix A**</i>	Once	
Protection of Person's in Care Act: Video and Fact Sheet	Once	
NSH Respect in the Workplace	Once	
Dress Code Policy	Once	
Scent Free Policy	Once	
Emergency Colour Codes	Once	

2) Complete the E-Orientation LMS Modules

If you have not received your NSS AD log in info and instructions for the below, please contact your school coordinator.

Step 1:

If you have **NOT** activated your NSS AD account by changing the temporary password to a passphrase, you must complete this step before proceeding.

Step 2:

- a) Log into LMS and complete the Orientation modules in "My Learning". Print or screen shot your "My Learning" screen for proof of completion.
- b) Under "Catalogue" search for "Code Silver" in keywords. Complete the module and print or screen shot proof of completion.
- c) Under "Catalogue" search for "Active Shooter Education" in keywords. Complete the module and print or screen shot proof of completion.

I agree that by completing the checklist and signing this form I have completed the mandatory orientation training in preparation for my placement. In addition, I am aware that the health authority and placement site/location may have specific policies and additional information that I must review and understand prior to commencing placement activities.

Students/Learners/Clinical Instructors Signature

Date

Orientation for Students/Learners/Clinical Instructors

Prior to beginning your placement with NS Health you must review/complete the below e-Orientation modules. You will be required to submit proof of completion to you school coordinator. Check with your school to see if they want you to submit the checklist provided below or if there is another process they want you to follow.

1) Review the below policies and documents

General Orientation Policies and Documents	Frequency	Date Completed
NS Health Respiratory Virus and PPE Orientation <i>**See Appendix A**</i>	Once	
Protection of Person's in Care Act: Video and Fact Sheet	Once	
NSH Respect in the Workplace	Once	
Dress Code Policy	Once	
Scent Free Policy	Once	
Emergency Colour Codes	Once	

2) Complete the below modules by going to the NSH e-Learning Site

a. [NSH e-Learning Site](#)

- i. Once on the site click through the Catalogue to find the below modules to complete.
- ii. You cannot use a portable device such as a phone or tablet.
- iii. Ensure you allow pop-ups on your browser.
- iv. On occasion the name of the modules can be updated without notice. If you are unable to find the below module and unsure which one to complete, please contact slpprovincial@nshealth.ca.

e-Learning Modules:	Frequency	Date Completed
• Cybersecurity Awareness	Annually	
• Fire Safety Training	Annually	
• Guest Active Shooter Education	Annually	
• Guest Code Silver: Person with a Weapon	Annually	
• Guest Violence in the Workplace – Part 1	Annually	
• Guest Violence in the Workplace – Part 2	Annually	
• Infection and Prevention Control – Hand Hygiene	Annually	
• Introduction to Respectful Workplace Policy	Annually	
• Occupational Health and Safety at NSH	Annually	
• Privacy and Confidentiality	Annually	
• Safety Culture	Annually	
• WHMIS 1988/2015	Annually	

I agree that by completing the checklist and signing this form I have completed the mandatory orientation training in preparation for my placement. In addition, I am aware that the health authority and placement site/location may have specific policies and additional information that I must review and understand prior to commencing placement activities.

Students/Learners/Clinical Instructors Signature

Date

Appendix A**NS Health Respiratory Virus and PPE Orientation****NOVA SCOTIA HEALTH RESPIRATORY VIRUS SAFETY PLAN
Including Occupational Health, Safety & Wellness Guidance**

Nova Scotia Health has developed a [Respiratory Virus Safety Plan](#) that must be followed by all team members, including students/learners. These measures are designed to protect our Health Care Team members, patients, essential care partners, learners, and volunteers.

For additional details and resources please see the [ERIN Hub](#).

Personal Protective Equipment Education for Students & Learners

Review the following documents/videos prior to beginning your placement at Nova Scotia Health. Depending on the unit/area you are assigned, you may be required to access different PPE and have basic knowledge of them.

- a) [Donning, Doffing and Storage of Healthcare Worker Procedure Masks](#)
- b) [PPE Donning/Doffing Instructions: Droplet/Contact Precautions \(Video\)](#)
Note: this video was created before NSHA implemented universal masking on April 7, but other than this step, the principles and process are the same.
- c) [Guide to Putting on PPE: Droplet and Contact Precautions](#)
- d) [Guide to Removing PPE: Droplet and Contact Precautions](#)
- e) [Do's & Don'ts: Gloves](#)
- f) [Do's & Don'ts: Gowns](#)
- g) [Do's & Don'ts: Masks & Face Protections](#)
- h) [Guidance for Wearing Respirators](#)

Note: students and learners who are not fit tested will not provide care in situations where N95 respirators are required, however this is useful information to review.