

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
Code Silver and Active Shooter	Once
e-Learning Modules:	Frequency
<ul style="list-style-type: none"> • Cybersecurity Awareness and signed Cybersecurity Compliance Pledge 	Biennially
<ul style="list-style-type: none"> • Fire Safety Training 	Annually
<ul style="list-style-type: none"> • Infection and Prevention Control – Hand Hygiene 	Annually
<ul style="list-style-type: none"> • Occupational Health and Safety at NSH 	Annually
<ul style="list-style-type: none"> • Privacy and Confidentiality 	Annually
<ul style="list-style-type: none"> • Respectful Workplace 	Annually
<ul style="list-style-type: none"> • Safety Culture 	Annually
<ul style="list-style-type: none"> • Violence in the Workplace – Part 1 	Annually
<ul style="list-style-type: none"> • Violence in the Workplace – Part 2 	Annually
<ul style="list-style-type: none"> • WHMIS 	Annually
<ul style="list-style-type: none"> • Access and Use of Electronic Information Systems - Privacy and Cybersecurity Best Practices 	Annually
<ul style="list-style-type: none"> • OPOR CIS: Students - Patient Journey 	Annually
<ul style="list-style-type: none"> • OPOR CIS: Students - Powerchart Overview 	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	
Code Silver and Active Shooter <i>**See Appendix B**</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 History" screen for proof of completion. Sign and submit to your school coordinator the "Cybersecurity Compliance Pledge" found at the end of the Cybersecurity LMS Module.
- b) Under "Catalogue" search for "1528" in keywords. Complete the module (OPOR CIS: Students - Powerchart Overview) and print or screen shot your "My Learning History" screen for proof of completion.
- c) Under "Catalogue" search for "1529" in keywords. Complete the module (OPOR CIS: Students - Patient Journey) and Print or screen shot your "My Learning History" screen for 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.

Student/Learner/Clinical Instructor 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>Appendix A</i>	Once	
Code Silver and Active Shooter – <i>Appendix B</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 unsure which module to complete, please contact slpprovincial@nshealth.ca

e-Learning Modules:	Frequency	Date Completed
• Cybersecurity Awareness and signed Cybersecurity Compliance Pledge	Biennially	
• Fire Safety Training	Annually	
• Guest Violence in the Workplace – Part 1	Annually	
• Guest Violence in the Workplace – Part 2	Annually	
• Infection and Prevention Control – Hand Hygiene	Annually	
• Respectful Workplace	Annually	
• Occupational Health and Safety at NSH	Annually	
• Privacy and Confidentiality	Annually	
• Safety Culture	Annually	
• WHMIS 1988/2015	Annually	
• Access and Use of Electronic Information Systems - Privacy and Cybersecurity Best Practices	Annually	
• OPOR CIS: Students - Patient Journey	Annually	
• OPOR CIS: Students - Powerchart Overview	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.

Appendix B

Code Silver and Active Shooter



Code Silver & Active Shooter

Code Silver

What is it?

A violent person using or threatening to use a weapon, including weapons of opportunity.

What do you do?

1. Call 911
2. Isolate the person that has a weapon
3. Remove others from the area
4. Call site emergency number and announce "Code Silver" and the location overhead
5. If you hear "Code Silver" and a location announced, stay away from that area



Active Shooter

What is it?

A person actively using a firearm.

What do you do?

1. Run - Hide - Fight
2. When it is safe to do so, call 911
3. Call your site emergency number and announce "Active Shooter" and the location overhead



RUN

Leave your belongings and help others escape.



HIDE

Lock/barricade doors and stay quiet.



FIGHT

Use anything as a weapon to save your life.

Effective as of March 31, 2025