

INSTRUCTOR INFORMATION

NURSING STUDENT - PREPLACEMENT CHECK LIST

The following are guidelines outlining the registration requirements for Instructors and Nursing Students placed at WRH:

Scheduled Appointments/Submission of Registration Paperwork

- Instructors are asked to **CALL AND SET UP AN APPOINTMENT** with the Student Registrar or a Volunteer Services/Student Registration staff member at the campus where the placement is scheduled, to hand in all of the necessary registration paperwork. **We cannot accept scanned preplacement forms.**
- Volunteer Services & Student Registration Offices are located at both campuses:

MET CAMPUS, ROOM # 1413	OUELLETTE CAMPUS, ROOM # 1-504
The office is located around the corner from the Gift Shop. Make a left at the Gift Shop, then a right by the Ambulatory Care Clinic area, then make a left by the pay phones, the office is located on the left side of the hallway before the Outpatient Lab.	The office is located down the hall from the main elevators that face Ouellette Avenue. The office is located two doors past the Gift Shop on the left side of the hallway.

FRIENDLY REMINDERS

- ✓ We ask all Instructors to review each student's paperwork by confirming that they have clear photocopies, correct legal signatures and all required forms before attending your appointment with the Student Registrar/Volunteer Services Staff member.
- ✓ We ask Instructors bring paperwork organized to their appointment. This will assist us to process groups more efficiently, due to the volumes of students that need to be registered.
- ✓ Staple all registration forms together in the correct order as outlined. The forms require a legal signature, first and last name, no initials, and names are not to be typed as a signature. Electronic digital signatures are acceptable.
- ✓ Photocopies of police clearances or personal ID are to be made before attending the appointment with the Volunteer Services/Student Registration Office.
- ✓ Any students who have not completed and handed in their registration documents on or before the first day of clinical rotation will be removed from the clinical area; there will be no exception to this rule.

WINDSOR REGIONAL HOSPITAL CONTACT LIST

VOLUNTEER SERVICES & STUDENT REGISTRATION DEPARTMENT		
Renée Hopes	Manager of Volunteer Services & Student Registration	(519) 254-5577 ext. 33184 Renee.Hopes@wrh.on.ca
Connie Tomalty	Student Registrar Met & Ouellette Campus QUESTIONS/CONCERNS	(519) 254-5577 ext. 52563 Connie.Tomalty@wrh.on.ca
Carolyn Brown	Department Administrative Assistant	(519) 254-5577 ext. 33673 Carolyn.Brown@wrh.on.ca
PHARMACY DEPARTMENT		
Lidia Yrigoyen DaCruz	Clinical Pharmacy Manager MET AND OUELLETTE CAMPUS	(519) 254-5577 ext. 33166 Lidia.YrigoyenDaCruz@wrh.on.ca
Mary Ann Bakare	Pharmacy Coordinator MET PYXIS ISSUES	(519) 254-5577 ext. 52280 MaryAnn.Bakare@wrh.on.ca
Angel Rublik	Pharmacy Coordinator OUELLETTE PYXIS ISSUES	(519) 254-5577 ext. 32320 Angel.Rublik@wrh.on.ca
LAB DEPARTMENT – GLUCOMETER SET-UP		
Jessica Fortier	GLUCOMETER TUTORIAL APPOINTMENTS Contact Jessica by email to arrange to activate or reactivate your glucometer access. Jessica will provide further instructions regarding any E-Learn tutorials.	(519) 254-5577 ext. 52494 Jessica.Fortier@wrh.on.ca
WRH E-LEARN ORIENTATION/MEETING ROOMS		
Candace Quinlin	E-LEARN ISSUES Contact Candace with any concerns or issues regarding E-Learn clearances.	(519) 254-5577 ext. 37828 Candace.Quinlan@wrh.on.ca
Michaela Cacilhus	MEETING ROOMS Contact Michaela to book a meeting room for the Met or Ouellette Campus. The Met Campus has very limited meeting rooms, the Cafeteria is another option.	(519) 254-5577 ext. 31630 Michaela.Cacilhus@wrh.on.ca
MENTAL HEALTH ROTATIONS		
Rio Anzolin	SAFETY TRAINING Operations Manager Contact Rio to arrange to complete a departmental orientation safety training to the unit prior to placement.	(519) 254-5577 ext. 31316 Rio.Anzolin@wrh.on.ca

INSTRUCTOR ON-BOARDING REGISTRATION PAPERWORK

Advanced Police Clearance: Vulnerable Persons Reference Check

- Instructors who are active WRH staff members are not required to submit a vulnerable person police clearance but the Human Resources Department will be contacted to confirm active employee status. If the educational facility has asked the Instructor to obtain a clearance, the Volunteer Services Department would prefer a copy for our records.
- Instructors who are not WRH staff members and are new to WRH as an instructor, are required to submit a Vulnerable Person Police Clearance dated within twelve months.
- Submission of police clearances are only required **ONCE** for the entire career as an instructor at both campuses. If an Instructor is no longer instructing or has been absent after one year, an updated police clearance is required.
- Vulnerable Person Police Clearance is required **ORIGINAL CLEARANCE AND PHOTOCOPY** on 8 ½ x 11 paper. Legal sized clearances are to be reduced to 8 ½ x 11 paper and include all of the necessary information i.e. letterhead, signatures, police department seal, dates, etc.; clear copies matching the original clearance are required.
- Police clearances emailed directly to the Instructor from the local police department that includes a watermark are recognized as an original police clearance.

WRH Confidentiality Agreement Form (Pages 1 and 2 are required)

- The WRH Confidentiality Form requires a legal signature in ink, typed names cannot be accepted, first and last name, no initials.
- Instructors are required to sign, date and **RETURN BOTH PAGES 1 and 2** with all the required information.
- The WRH Confidentiality Form is to be **STAPLED BEHIND THE PHOTOCOPY OF THE POLICE CLEARANCE**. The Confidentiality Form is only required **ONCE** for the entire career as an instructor with WRH.

Cerner Forms/Cerner Access (Photo ID required, driver's license or passport)

- The following **THREE FORMS** are to be submitted **ONCE** for the entire career as an instructor at WRH in the correct order:
 1. **Photocopy of driver's license or passport (copied on 8 ½ x 11 paper, full single sheet only) visual verification of Photo ID is required in person**
 2. **E-Volve Cerner Information Access Acknowledgement Form**
 3. **Appendix A: Privacy Training Attestation/Privacy and Confidentiality Form**
 - ❖ Cerner Learning Journeys: Emailed by Transform IT Department
 - ❖ Cerner Access: Username and temporary password will be emailed directly to the instructor by the Volunteer Services/Student Registration Department

WRH Instructor Kiosk ID Number (Attendance/Security)

A WRH Instructor Kiosk ID number/label is assigned when all the registration paperwork has been submitted to the Volunteer Services/Student Registration Office. The Instructor Kiosk ID number/label is to be placed on the back of the school ID to log attendance for the educational facility and WRH Security.

- The Kiosk ID number is active at the Met and Ouellette campuses
- If the Kiosk ID label is no longer legible or a new badge is issued, Instructors are asked to inquire about a new label for their school ID badge
- The Kiosk ID number will assist with access to the Pyxis machines.

Student Injuries – Post Secondary Unpaid Work Placement Insurance Claim Form (WSIB)

- If an injury occurs, Students will be evaluated by the Instructor or the most responsible person and obtain medical assistance in the ER if required.
- When an injury occurs while on placement, instructors are required to contact the Program Lead to inform them immediately of the injury.
- The Instructor is responsible for filling out the **Postsecondary Student Unpaid Work Placement Insurance Claim Form**. The Program Lead distributes the form to the Instructor. The Unpaid Work Placement Insurance Claim Form is also available on Bright Space or Black Board. The form requires the signature of the Program Lead/Instructor, the Student and the WRH Student Registrar/Volunteer Services staff member who represents the Placement Employer within 24 hours.
- The Program Lead communicates with the Student Registrar to sign the accompanying **Letter of Authorization** required by the Ministry of Education for Colleges and Universities.
- **Instructors are responsible for completing the Incident Report** for the school and for the Student Registrar outlining the injury that occurred.

WRH RL6 Incident Reporting

- Instructors are required to seek direction from the most responsible person on the unit to fill out the WRH RL6 Incident Report. The WRH Occupational Health and Safety Office will receive a copy of the report.

Proximity Card – Ouellette Campus

- Instructors placed at the Ouellette Campus may require a proximity card in order to obtain access to meeting rooms or certain units, the card can be obtained from the Volunteer Services/Student Registration Office.
- **Proximity cards are to be returned to the Volunteer Services/Student Registration Office when an instructor has resigned. A drop box is available outside of the office, RM# 1-504.**
- Please contact Renée Hopes or Carolyn Brown to obtain an access card. **See contact list for directory information.**

Glucometer Number/Access

- If a Glucometer number is required, please email Jessica Fortier for further direction regarding scheduling an appointment to complete your E-Learn Glucometer Tutorial. WRH Employees can access the tutorial through CITRIX. If you are a WRH Employee, you will require a different Glucometer number as an Instructor that Jessica Fortier will assign.
- **Appointments are required, see contact list for directory information.**

Mental Health Placements

- Instructors supervising students on the Mental Health Units are required to complete a departmental safety orientation session with their group prior to placement. Instructors are to contact Rio Anzolin, Operations Manager to schedule a session. **See contact list for directory information.**

NURSING STUDENT ON-BOARDING REGISTRATION PAPERWORK

Advanced Police Clearance: Vulnerable Persons Reference Check

- Vulnerable Person Police Clearances are accepted up to twelve months of the placement start date and are only required **ONCE** for the entire career as a student with WRH and are accepted at both the Met and Ouellette Campus.
- Bring **ORIGINAL AND PHOTOCOPY** on 8 ½ x 11 paper. Legal sized clearances are to be reduced and copied on 8 ½ x 11 paper and include all of the necessary information i.e. letterhead, signatures, printed seal, dates, etc.; clear copies matching the original clearance are required.
- Police clearances emailed directly to the student from the local police department that includes a printed seal/watermark, are recognized as an original clearance.
- **If a student comes to placement without their police clearance, they are considered “not cleared” and cannot interact with patients, provide care or remain on site.**

WRH Confidentiality Agreement Form (Pages 1 and 2 are both required)

- The WRH Confidentiality Form requires a legal signature in ink, first and last name, no initials.
- Each student is required to sign, date and **RETURN PAGES 1 and 2** with all the required information.
- The WRH Confidentiality Form is to be **STAPLED BEHIND THE PHOTOCOPY OF THE STUDENT’S POLICE CLEARANCE**. The Confidentiality Form is only required **ONCE** for the entire career as a student with WRH.

Cerner Forms/Cerner Access (Photo ID required, Driver’s license or Passport)

- The following **THREE FORMS** are to be submitted **ONCE** for the entire career as an student at WRH in the correct order:
 1. **Photocopy of driver’s license or passport (copied on 8 ½ x 11 paper, full single sheet only) visual verification of Photo ID is required in person**
 2. **E-Volve Cerner Information Access Acknowledgement Form**
 3. **Appendix A: Privacy Training Attestation/Privacy and Confidentiality Form**
 - ❖ Cerner Learning Journeys: Emailed by Transform IT Department
 - ❖ Cerner Access: Username and temporary password will be emailed directly to the instructor by the Volunteer Services/Student Registration Department

Proximity Cards – Ouellette Campus

- Students placed at the Ouellette Campus may require a proximity card in order to obtain access to certain units; the card can be obtained from the Volunteer Services/Student Registration Office.
- **Proximity cards are to be returned to the Volunteer Services/Student Registration Office at the end of their placement. A drop box is available outside of the office, RM# 1-504.**
- Please contact Renee Hopes or Carolyn Brown to obtain an access card. **See contact list for directory information.**

Health Clearances

- Health clearances include up-to-date immunizations that prove immunity to measles, mumps, rubella and varicella; serology reports are best to prove immunity.
- A complete two-step Mantoux TB test when entering into the nursing program. One updated Mantoux TB test every year after along with N95 mask fit testing every two years.
- If the Mantoux TB test was positive, a Chest X-Ray is required within 12 months of placement start date.
- The college and university verifies this information and the instructor before a placement begins. The Volunteer Services/Student Registration Office may request a copy of the student's passport to health at any time to confirm placement guidelines.

COVID 19 Vaccination Status

- Students are to receive a minimum of two doses of the COVID 19 vaccine.
- **Students are not to come to the hospital if experience symptoms, they should contact their Instructor for direction regarding any missed placement hours.**

WRH E-Orientation Learning Modules/Post Tests of Understanding

- View the WRH Internet site at www.wrh.on.ca,
- **CLICK ON VOLUNTEER AT THE TOP OF THE WEB PAGE** and follow the links listed below:
 - Located on the left side of the page, click on Student Services, then click on the Nursing Student link
 - **Review each of the eight E-Orientation Learning Modules**
 - Complete the Nursing Student Check of Understanding (1-30) enter your name, placement information and submit your answers. Your name will be forwarded electronically to the Learning Resources Department for confirmation of the E-Learn completion modules.

WRH E-Orientation Learning Modules and Post-Tests of Understanding are to be completed yearly.

WRH Student Kiosk ID Number (Attendance/Internship Hours)

A WRH Student Kiosk ID number is assigned and an ID label is distributed when the registration paperwork has been submitted. The WRH Student ID number is placed on the back of the student's school ID badge to allow the student to sign in/out of the Kiosk to log attendance for internship credit and for Security purposes.

- The Kiosk ID number is active at the Met and Ouellette campus for the duration of a student's career at WRH. If the student loses their label or it is no longer legible, a new ID badge was issued; the student is required to obtain a new label for their ID badge.
- The Student's Kiosk ID number will assist with access to the Pyxis machines.
- The Kiosk is a touch screen computer monitor and is clearly labelled for students.

KIOSK LOCATIONS

MET CAMPUS	CANCER CENTRE	OUELLETTE CAMPUS
<p>The Kiosk is located near the six main elevators, past the Gift Shop.</p> <p>The Kiosk is labelled "Volunteer and Student Sign in" on the side of the Kiosk machine.</p>	<p>The Kiosk is located at the top of the staircase in the main lobby of the Cancer Centre.</p> <p>Walk up the stairs and there is a flat screen Kiosk on the wall, labelled "Volunteer and Student Sign In".</p>	<p>The 1st Kiosk is located at the top of the stairs in the Goyeau lobby. Walk up the stairs by the Tim Hortons, proceed up to the top platform. Make a right, there is a flat screen Kiosk located beside the donor wall, labelled "Volunteer and Student Sign In".</p> <p>A 2nd Kiosk is located beside the six main elevators that face Ouellette Avenue, across from the Gift Shop.</p> <p>3rd Kiosk - Renal Dialysis Building. Use the wheelchair ramp to enter the building, make a right through the double doors and the Kiosk is on the left side of the hall (Prox. Card required to enter), labelled "Volunteer and Student Sign In".</p>

PLEASE NOTE

The Kiosk is a touch screen computer monitor; follow the prompts on the screen to sign in/out with the assigned WRH ID number. Consistency is mandatory in order to keep accurate attendance for internship hours and for Security purposes.

*If the Kiosk is out-of-order, a clipboard or binder is available at both campuses to log your attendance. **Manual sheets are only to be used when Kiosk is not working and hours are entered at a later date. Instructors are contacted if a student uses the log sheets on a consistent basis.***

PYXIS ACTIVATION FOR INSTRUCTORS AND STUDENTS

Pyxis Tutorials

- Tutorials are completed at the college or university, through Bright Space or Black Board if there are any questions regarding the completion of Pyxis or issues with access; please contact Candice Quinville in the Learning Resources Department, **see contact list for directory information.**

Pyxis Forms/Pyxis Passwords

- Instructors and students are required to hand in a Pyxis Assignment Form to the Pharmacy Department at the campus completing the placement.
- The Pyxis Assignment Forms are located on the school Bright Space or Blackboard system or under Volunteer Services and Student Registration web page under the Nursing Student Link.
- The instructor is responsible for emailing their groups forms to the correct campus completing the placement in order to obtain Pyxis activation for their students.**
- Student Kiosk ID numbers assist with Pyxis access. The Pharmacy Department issues passwords once the paperwork has been submitted to the Volunteer Services/Student Registration Office. **Any outstanding paperwork will delay activating Pyxis.**
- Pyxis Forms require a legal signature, first and last name.
- Contact the Pharmacy Department directly with any Pyxis issues. See contact list for directory information.**

Pyxis access are granted one rotation/semester at a time and Pyxis tutorials must be completed one/year (Sept-Aug) available through the school Bright Space or Blackboard system.

Pyxis Activation

- Pyxis is only activated when the registration paperwork (Vulnerable Persons Police Clearance, WRH Confidentiality and Pyxis Form) has been submitted to the Department of Volunteer Services & Student Registration; this applies for both Nursing Students and Nursing Instructors. Pyxis activation is as follows:

STUDENT ACTIVATION	INSTRUCTOR ACTIVATION
<p>First initial of their first and last name followed by WRH Student Kiosk ID number issued by the Volunteer Services & Student Registration Department.</p> <ul style="list-style-type: none"> Action Code: Mary Smith – MS 1234 Prompts will follow to change password <p>Any changes to the units will affect Pyxis access; therefore, the Volunteer Services/Student Registration Office requires notification of any changes to avoid Pyxis activation issues.</p>	<p>Initials NI followed by the first initial of first name, along with last name of Instructor, Jane Smith.</p> <ul style="list-style-type: none"> Action Code: NIJSmith Prompts will follow to change password <p>Please note: If an instructor is a WRH employee, they must NEVER use their WRH staff login while instructing students.</p>

WRH RESOURCE INFORMATION

PARKING OPTIONS SHUTTLE PARKING LOT – MET DISCOUNTED PUBLIC PARKING LOTS - OUELLETTE

MET CAMPUS

Students are encouraged to use the shuttle parking lot located on Kildare Street, please refer to the parking information on the school Bright Space or Black Board system regarding fees and instructions for downloading the parking APP and guidelines for the various public parking lot. **Students are not permitted to park in the main patient/visitor lot on Lens Avenue; parking is monitored by hospital Security.**

OUELLETTE CAMPUS

Students are encouraged to park in the public parking lot located on Goyeau Street across from the Renal Dialysis Building for a reduced rate of \$5.00/day. Public Parking is also available across the Street from the ESSO Gas Station on Erie and Goyeau Street for a fee of \$5.00 all day parking. The hospital-parking garage is an option when the public parking lots are full located off Erie Street at a \$7.00/day rate; **please keep the garage as your last option so parking is available for patients and visitors.**

RESIDENTIAL STREET PARKING

Free residential street parking is available in the surrounding areas at both campuses, watch the municipality signs posted to avoid parking tickets.

STUDENT LOCKERS

MET CAMPUS

Student lockers are available to the right of the Student Kiosk. **Lockers are located through the double doors on the right side of the hallway under the stairwell.** It is recommended that students share a locker. Hooks are available for students on the various units but are limited.

OUELLETTE CAMPUS

The student locker room is located past the Volunteer Services/Student Registration Office walking towards the Belle River Meeting Room. The Student Locker Room is located in the choir balcony of the old Chapel. You will access the lockers by taking the stairs located on the right side of the hallway before the old Chapel entrance. **The door to the stairwell has a flag sign posted, "Student Locker Room".**

CAFETERIA LOCATIONS

MET CAMPUS

Cafeteria services and Tim Hortons are located on the 1st floor, past the Cashier's Office.

OUELLETTE CAMPUS

Tim Hortons is available in the Goyeau lobby and the Cafeteria is located in the lower level of the Goyeau lobby down the stairs beside the Tim Hortons.

ATM MACHINES

MET CAMPUS

ATM is located at the top of the escalator.

OUELLETTE CAMPUS

ATM is located in the Cafeteria down the stairs beside the Tim Hortons.