

Sault Area Hospital – Student, Resident or Researcher Orientation Checklist

The **Student, Resident or Researcher Orientation Checklist** outlines the basic information and the core responsibilities and performance standards required at Sault Area Hospital. It does **not** include everything that you will learn during your orientation/placement to the Sault Area Hospital. It helps to ensure you are receiving necessary information about the hospital and safety on the job.

- Follow the instructions for each item on the list.
- Sign this checklist once all documents are read. Bring any questions/concerns forward immediately.
- Once completed, signed & dated submit as outlined below.

The following is a list of modules that you must complete prior to the start of any student rotation/placement to ensure you are receiving necessary information about safety on the job. These modules are found on the SAH website under Staff Resources - Orientation Portal <https://www.sah.on.ca/staff/sah-orientation-portal/>

Welcome to Sault Area Hospital

- IPAC Core Competency Training (5 modules) – Please print certificates
 - Additional Precautions
 - Administrative Controls
 - Control of Environment
 - Occupational Health & Safety for clinical staff
 - Healthcare Provider Controls
- Workplace Violence Prevention
- WHMIS Training
- SAH Corporate Safety
- Accessibility
- Emergency Measures
- Donning and Doffing
- Code White
- Worker Health & Safety Awareness – print certificate of completion
- Safe Management of Healthcare Waste
- Privacy Training
- Fire Extinguisher Training
- Chain of Transmission and Risk Assessment During COVID-19

The following is a list of modules you must complete and submit a separate sign-off to your appropriate contact below.

- Standards of Performance/Living Our iCcare Way Documents

- Please read Standards of Performance document under Orientation materials to read. Print Standards of Performance Sign-off. Sign and send back electronically to appropriate email based on your classification – see page 2

Confidentiality and Privacy Policy

- Please read Confidentiality and Privacy & Internet Access Policies under Orientation Materials to Read. Sign and send electronically to appropriate email based on your classification – see page 2

The following is a list of COVID-19 policies you must review prior to the start of any student rotation/placement. These policies are found on the Sault Area Hospital website under 'Staff' subheading COVID-19 Staff Resources

Health Care Worker (HCW) Health & Safety Protocols.

Please read all documents related to Worker Restrictions on SAH website at <https://www.sah.on.ca/staff/covid-19-staff-resources/>

- Symptomatic and Asymptomatic
- Development of COVID-19 Symptoms
- OHA Work Restrictions Based on Symptoms

Travel Guidance for Healthcare Workers: Please read document related to Travel Guidance for HCW on the SAH webpage at <https://www.sah.on.ca/staff/covid-19-staff-resources/>

COVID-19 Eye Protection Policy: Please read document related to Eye protection policy on the COVID-19 Education Portal by clicking the link COVID-19 Policies for Healthcare workers on the login page or clicking link below <https://rise.articulate.com/share/0B270RhpOuvyFhgHkKbt17Srhw4kiEgK#/lessons/1zJFZgl6fwr6aKEu4yNmQqgbUsvWie5Y>

COVID-19 Mask Policy for SAH Workers: Please read document related to Worker Masking on the SAH webpage at <https://rise.articulate.com/share/0B270RhpOuvyFhgHkKbt17Srhw4kiEgK#/lessons/1zJFZgl6fwr6aKEu4yNmQqgbUsvWie5Y>

Students are advised to complete the screening tool before attending each shift: <https://www.surveymonkey.com/r/STUDENTSelfScreening>

By signing I attest that I have reviewed the orientation materials outlined in the Student, Resident or Researcher Orientation Checklist and will discuss any questions/concerns I have with my placement or any of the above materials as soon as possible should any arise. Additionally, by signing this Orientation Checklist, students, residents and researchers/research assistants agree to comply with worker screening process as directed by Sault Area Hospital.

Student or Researcher/Research Assistant Orientation Checklist Sign-Off

NAME:	DATE COMPLETED:
SIGNATURE:	ROLE:

Sault College Nursing Students: Please email all Student Orientation sign-offs <mailto:Alicia.Smith@saultcollege.ca>

Medical Students & Residents: Please email all sign-offs to: stewartc@sah.on.ca

All other Students: Please email all Student Orientation sign-offs to: studentplacement@sah.on.ca

Researchers/Research Assistants: Please email all researcher or research assistant sign-offs to: researchreview@sah.on.ca