WRHA Families First Home Visitor Orientation Checklist

Instructions: All staff are expected to keep their Orientation Checklist current.
After attending a session staff are to insert the date of completion in the "Date Completed" column.
The Orientation Checklist is one of the tools used in performance evaluation.

Subject	Competency Needs	Provided By	Timeframe for Completion	Date Completed
Regional Orientation	• Mission, Vision, & Values, WRHA security • HR Benefits • Workplace Safety and Health • Infection Prevention and Control • Personal Health Information Act • Patient Safety • Ethics • Regional Resources, • Meet with MGEU Representative • Fundamentals of Workplace Safety including Working Alone Procedures, • Routine Practices, including hand hygiene and personal protective equipment • Client relations • RL6	WRHA Community Orientation (WCO) - register through LMS https://manitoba-ehealth.learnflex.net/users/index.aspx Sessions held monthly	As soon as possible (ASAP) after hire	
HPECD database	This is a classroom based experiential learning environment covering the computerized database entries for HPECD services. The goal of the training is to orient the providers to the database workflows using live examples from program. Classroom time: ~3.5 hours. Confirmation of registration will be emailed to the requestor within 5 business days of the request. Until staff are able to attend a session, they are expected to get hands on direction from other staff, ideally peer supporters in the environment of using real data. The monthly training will support best practice, using standardized processes versus individualized training.	Register at CSIS_support@wrha.mb.ca	ASAP	

Office Orientation	Staff responsibilities, building; equipment; forms; shared drive, swipe cards, work flow Phone; outgoing message; calling in sick, extended absence; Extranet	Admin	ASAP	
Team Overview	Organizational relationships; Job descriptions and duties; Team standards related to conduct and performance; meetings;	Team Manager (TM)	ASAP	
FF Program Office Overview	FF Support Manual, FF Program Standards, Role and Responsibilities, program reporting, letters; privacy; speaking with parents, working with minors; CFS *refer to FF Mentorship document*	Lead Role (LR), Public Health Nurse (PHN)	ASAP	
Extranet, Shared folders	Aware of how to navigate the HPECD page on the Extranet; contents of the HPECD Program Resources folder	TM or LR PHN	ASAP	
Practice Councils	Aware of the Practice Council work; how to submit issue papers; how to navigate the shared R drive to access practice council information	PHNPC and FFPC reps	ASAP	
Working Alone	Aware of policies, process, sign-out log Working Alone Safety Assessment form tool & Working Alone Safe Visit Plan; co-visits; office visits	TM – local	ASAP	
Personal Health Information Act	Aware and follows PHIA	Corporate/Community Orientation or LMS	ASAP	
Privacy/Confidentiality and Ethical Issues in Public Health Practice	Answers to common questions or situations around personal information that staff may encounter when working with clients	Online Learning Module	ASAP	
Community Resources	Aware of community resources	Office Scavenger Hunt	ASAP	

Office Orientation to Team Roles				
Admin	Aware of admin role as office support	TM or delegate	ASAP	
PHN	Overview of PHN Role and daily activities, Case Manager PHN and Lead Role PHN	TM or delegate	ASAP	
Team Manager	Aware of Team Manager's role	TM or delegate	ASAP	
Clinical Nurse Specialist (CNS)	Aware of the CNS role	TM or delegate	ASAP	
Families First Home Visitor (FFHV)	Aware of the FFHV role	TM or delegate	ASAP	
Medical Officer of Health (MOH)	Aware of MOH's role	TM or delegate	ASAP	
Epidemiologist & Analyst	Aware of Epidemiologist's & Analyst's roles	TM or delegate	ASAP	
Families First Home Visitor Specific Training				
Integrated Strategies (IS)Training	Introduction to the Families First (FF) program goals, vision, communication strategies etc. Required to attend all 4 days to obtain certification	Healthy Child Manitoba (HCM)	1st session after hire	
Integrated Strategies Skill Level 1 assignment questions 1-42	Families First Home Visitor to complete and review this assignment with the LR PHN prior to attending Tier One training	LR PHN to review with FFHV	Complete after IS and prior to Tier One training	

Growing Great Kids (GGK) Training Tier One	Introduction to GGK curriculum and home visiting. Required 5 day training. Cannot commence home visiting until certificate obtained. Prior to attending Tier One training, FFHVs and LR PHNs are to complete required pre-reading and assignments.	Healthy Child Manitoba	1st session after IS training	
Required Pre-reading and Assignments for Tier One Training	Prior to attending Tier One training: • Read 2 articles: - How to Become a Believer in People - Bonding vs Attachment Bond • Read Growing Great Families (GGF) module 1A "Our Time Together- Making the Most of It" Pages 3-16 • Read GGF Unit 4 • Read any one of the modules from the Prenatal manual. Make notes about what parents would gain from doing this module. Bring your notes with you so you can talk in one to two minutes about the module • Create 2 sample toys that are described in the GGK manuals, and bring them with you to the training. You will need to provide the name of the activity toy, which unit and module it is found in, the purpose of the activity or "Why do this activity", and how it contributes to brain development with identifying one of the Brain Builders. The instructions for creating activity toys, the purpose and the Brain Builder categories are described in the GGK manuals	Healthy Child Manitoba to send out pre-reading articles and assignment instructions	To be completed prior to attending Tier One training	
Self –Assessment and Competency Development Plan	Completes a Self-Assessment for the 6 Competencies and writes a Competency Development Plan and review with LR PHN	GGK Staff Development and Certification Guide for Home Visiting Programs (2014) pages 97-106	To be completed within 1 month of completing Tier One Training	
Integrated Strategies Skill Level 1 Action Tool assignment	FFHV to complete and review assignment with LR PHN after attending Tier One training and before starting Tier 2	LR PHN to review with FFHV	Complete in 2 months after Tier One training	

Growing Great Kids Training Tier Two	To be started within 4 months of IS training and to be completed within 12 months	Individual/ Group discussion	Commence within 4 months of IS training	
Growing Great Kids Training Tier Three	Commence the month after Tier 2 completed	Group discussion	Commence the month after Tier 2 is completed	
Towards Flourishing	The Towards Flourishing Project - a partnership initiative between Healthy Child Manitoba, the Winnipeg Regional Health Authority and the University of Manitoba to promote the mental well-being of parents and children in Manitoba's Families First Program	Email circulated when training is available	1st available session after hire	
Bookmates Family Learning Fundamentals	Introduction to family literacy and learning	Email circulated when training is available	1st available session after hire	
Triple P Brief Intervention Training, Accreditation	Provides information strategies to use with parents to address developmental and behavioral difficulties with children	Email circulated when training is available	1st available session after hire	
Online Learning Modules: Available through the Extranet>Programs> PPH> Orientation> Online Learning Modules Staff may complete these modules upon hire or during scheduled times on the Orientation Calendar. Online learning is to be completed prior to attending in person Orientation Sessions.				
Accessibility for Manitobans- Customer Service	**This training is a legislated requirement for all staff.** This is an introductory course on the Accessibility for Manitobans Act (AMA) Customer Service Standard. The objective of this course is to increase knowledge about this Act, the obligation to provide services and supports that are accessible and compliant with the Act, with a focus on the provision of accessible customer service.	Online Learning Modules or LMS	Within 1 month of hire	

Breastfeeding Friendly Initiative	Online learning module provides information on the Breastfeeding Initiative (BFI) and the 10 steps to successful breastfeeding. This module takes approximately 30 minutes to complete.	Online Learning Modules or LMS	Within 1 month of hire	
Health Equity Learning Package	Learning package outlining about the WRHA Health Equity Promotion Strategy. This package will take about 3 hours to complete.	Online Learning Modules	Mist be completed within 3 months of hire or prior to attending in person session	
Home Environments Online Learning Module	Online learning module provides information for health care providers with home safety concerns including identifying hazards, relevant legislation, and available resources. Home Environments takes approximately 30 minutes to complete	Online Learning Modules or LMS	Within 3 months of hire	
Injury Prevention On-line Learning Module	Interactive, electronic 6 module course provides the fundamentals of injury prevention theory in the context of real life examples. It provides tools that one could use in analyzing an injury event or problem, and planning interventions and programs	Online Learning Modules or LMS	Within 6 months of hire	
Tummy Time and Plagiocephaly on line Presentation	In office review of Tummy Time and Plagiocephaly	Online Learning Modules	Within 1 month of hire	
Routine Practices	Aware and able to follow routine practices	Community/Corporate Orientation; Online Learning Modules; LMS	Within 1 month of hire	
Violence Prevention Unit 1, Unit 2 and Unit 4 Online Learning Modules	These online modules provide an overview of the Provincial Healthcare Violence Prevention Program and an introduction to violence prevention in healthcare.	Online Learning Modules or LMS	Within 3 months from hire	
Video: Working with Families	Review DVD " Working with Families" prior to attending the "Working with Families" orientation session	DVD available at Online Learning Modules	Within 1 month of hire	

PPH General Orientation Sessions - Available January, May, September All sessions require in person attendance Calendar posted on Extranet > Programs >PPH > Orientation (Call 204-940-3152 to register)				
Breastfeeding (BF) overview	Explores personal values and beliefs in relation to BF and how these influence our approach to BF with families, includes BF Friendly initiative		1st available session after hire	
General Documentation	Overview about client documentation forms, standards and guidelines		1st available session from hire	
Health Equity Learning Package	Learning package outlining about the WRHA Health Equity Promotion Strategy. This package will take about 3 hours to complete and is to be completed prior to attending the "Health Equity" orientation session		1st available session from hire	
Introduction to Public Health	Introduction to WRHA Population & Public Health (PPH) program Goals, Model, Strategic Plan and Services		1st available session from hire	
Introduction to PPH Partners	Introduction to programs and services that are partners with PPH program		1st available session from hire	
MIS recording (Manitoba Information System)	Learn the roles and responsibilities for completing the monthly statistical forms specific to your program		1st available session from hire	
Perinatal Mental Health	Overview of literature and family & cultural perspectives on perinatal mental health.		1st available session from hire	
PPH Postpartum Services Overview	Description of PHN postpartum services and discussion of Healthy Parenting and Early Childhood Development (HPECD) program		1st available session from hire	

Role of the Clinic Nurse Specialist and Public Health Nurse	Introduction to the roles of the PHN & CNS within PPH		1st available session from hire	
Working with Families	An introduction to respectful, nonjudgmental, work with families. Staff are to review the "Working with Families: DVD prior to attending this in person session		1st available session from hire	
Other Training Sessions Staff are to register for these training sessions as per the time frame from hire date. LMS refers to Learning Management System https://manitoba-ehealth.learnflex.net				
Aboriginal Cultural Awareness	This two-day workshop introduces a basic knowledge of the worldviews, spiritual and cultural values of Aboriginal peoples, highlights historical and contemporary issues that influence Aboriginal peoples, and honors the rich diversities within Aboriginal communities	Register through LMS	As soon as possible after hire	
Accountability in Action	This one-day, highly interactive program challenges participants to rethink the way they respond to challenges, difficulties and problems, while helping them create greater accountability and success in their lives	Register through LMS	In 2nd year after hire	
Mental Health First Aid (MHFA)	May attend either the basic version (12 hours) or the youth version (14 hours). Both have the same content and youth version has 2 extra modules that discuss self-injury and eating disorders	Register through LMS	9-12 months from hire	
Non-violent Crisis Intervention	The Crisis Prevention Institute (CPI) developed the Nonviolent Crisis Intervention Training (NVCI). Basic proven crisis intervention techniques to defuse disruptive and assaultive behavior		6-12 months after hire	

Winnipeg Integrated Services (WIS)	*Winnipeg Integrated Services (WIS)* is a partnership between the Winnipeg Regional Health Authority (WRHA), Manitoba Family Services and Housing (FSH) and Manitoba Health (MH) that will bring about the integration of health and social services in community areas throughout Winnipeg		6-18 months after hire	