



**2019 REGISTRATION FORM
LIONS GATE HOSPITAL (LGH)**

Employee Start Date (mm/dd/year):

Employee:	Employee ID:	EMPLOYEE'S COMMUNITY OF CARE (COC): <input type="checkbox"/> Richmond <input type="checkbox"/> Vancouver <input type="checkbox"/> Corp.
Email:	Job Title:	Coastal: <input type="checkbox"/> NS <input type="checkbox"/> PR <input type="checkbox"/> SSC <input type="checkbox"/> BB/BC
Phone:	Site/Dept.:	<input type="checkbox"/> Acute <input type="checkbox"/> Community <input type="checkbox"/> Residential
Union: <input type="checkbox"/> BCGEU <input type="checkbox"/> BCNU <input type="checkbox"/> CUPE <input type="checkbox"/> HEU <input type="checkbox"/> HSA <input type="checkbox"/> Excluded		<input type="checkbox"/> Internal Hire <input type="checkbox"/> External Hire
<input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> Casual		
Manager:	Educator:	Requester:

Please SELECT all applicable date(s)/session(s) requested for new hire.

DATE SELECT		SELECT	TIME	SESSIONS (DAY 1)	TARGET AUDIENCE
<input type="checkbox"/> Jan 14	<input type="checkbox"/> Jul 15	<input type="checkbox"/>	0800 – 1045	Welcome to VCH! <ul style="list-style-type: none"> Welcome from Senior Leaders Patient/Client/Resident Lived Experience Exploring VCH Values (Employee Engagement) Taking Care of Me (Employee Wellness) Meet with Union Groups (<i>exception: excluded staff</i>) Marketplace & Refreshments 	ALL STAFF
<input type="checkbox"/> Feb 11	<input type="checkbox"/> Aug 19				
<input type="checkbox"/> Mar 11	<input type="checkbox"/> Sep 16	---OR---	1045 – 1115	TOUR OF SITE (<i>Optional session</i>)	NON-Clinical Staff AS APPLICABLE (BY SITE)
<input type="checkbox"/> Apr 08	<input type="checkbox"/> Oct 21				
<input type="checkbox"/> May 13	<input type="checkbox"/> Nov 18	<input type="checkbox"/>	1045 – 1200	Best Practice, Best Care (Professional Practice)	Acute, Community & Residential: ALL CLINICAL STAFF
<input type="checkbox"/> Jun 10	<input type="checkbox"/> Dec 09				
		<input type="checkbox"/>	1245 – 1530	Promoting a Culture of Safety at VCH	
		<input type="checkbox"/>	1530 – 1600	TOUR OF SITE (<i>Optional session</i>)	Clinical Staff AS APPLICABLE (BY SITE)

DATE SELECT		SELECT	TIME	SESSIONS (DAY 2)	TARGET AUDIENCE
<input type="checkbox"/> Jan 15	<input type="checkbox"/> Jul 16	<input type="checkbox"/>	0800 – 1200	Hello...Let's Go!: Safe Patient Handling & Intranet Resources	Acute & Residential ONLY : ALL CLINICAL STAFF <i>FOR STAFF PROVIDING HANDS-ON PATIENT CARE ONLY</i>
<input type="checkbox"/> Feb 12	<input type="checkbox"/> Aug 20				
<input type="checkbox"/> Mar 12	<input type="checkbox"/> Sep 17	---OR---	1230 – 1600	Online Learning (*Day 3 Preparation)	Acute & <i>NS Residential ONLY</i> : ALL NURSING STAFF ATTENDING DAY 3 (*PREREQUISITE SESSION FOR <u>DAY 3</u>)
<input type="checkbox"/> Apr 09	<input type="checkbox"/> Oct 22				
<input type="checkbox"/> May 14	<input type="checkbox"/> Nov 19	<input type="checkbox"/>	1230 – 1600	Online Learning – Residential Staff (<i>VA & RHS ONLY</i>)	VA & RHS Residential ONLY : ALL CLINICAL STAFF
<input type="checkbox"/> Jun 11	<input type="checkbox"/> Dec 10				

DATE SELECT		SELECT	TIME	SESSIONS (DAY 3)	TARGET AUDIENCE
↓ DAY 3 AT LGH STANDARDIZED, BUT RECOMMENDED FOR <u>LGH & SQUAMISH HOSPITAL NURSES</u> (DUE TO CST ROLLOUT) ↓					
<input type="checkbox"/> Jan 16 <input type="checkbox"/> Feb 13 <input type="checkbox"/> Mar 13 <input type="checkbox"/> Apr 10 <input type="checkbox"/> May 15 <input type="checkbox"/> Jun 12	<input type="checkbox"/> Jul 17 <input type="checkbox"/> Aug 21 <input type="checkbox"/> Sep 18 <input type="checkbox"/> Oct 23 <input type="checkbox"/> Nov 20 <input type="checkbox"/> Dec 11	<input type="checkbox"/>	0800 – 0915	IV Therapy Care and Maintenance	Acute: NURSING STAFF <i>*NS Residential: CLINICAL STAFF (as applicable)</i>
		<input type="checkbox"/>	0915 – 1100	Medication Safety	Acute: NURSING STAFF <i>*NS Residential: CLINICAL STAFF (as applicable)</i>
		<input type="checkbox"/>	1115 – 1230	Safe Transfusion	Acute: RN <i>*NS Residential: CLINICAL STAFF (as applicable)</i>
		---OR---	1115 – 1230	Saline Locks	Acute: LPN, ESN, RPN <i>*NS Residential: CLINICAL STAFF (as applicable)</i>
		<input type="checkbox"/>	1300 – 1415	Code Blue Response	Acute: NURSING STAFF <i>*NS Residential: CLINICAL STAFF (as applicable)</i>
		<input type="checkbox"/>	1430 – 1515	'Pump It Up!' – Part 1: Infusion Pumps	Acute: RN, LPN, ESN (RPN – if required) <i>*NS Residential: CLINICAL STAFF (as applicable)</i>
		<input type="checkbox"/>	1515 – 1600	'Pump It Up!' – Part 2: PCA and Epidural Pumps	Acute: RN (<i>as required per unit</i>) <i>*NS Residential: CLINICAL STAFF (as applicable)</i>

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SUBMIT BUTTON IS ON PAGE 2



DATE SELECT		TIME	SESSIONS (DAY 4)	TARGET AUDIENCE
<input type="checkbox"/> Jan 17 <input type="checkbox"/> Feb 14 <input type="checkbox"/> Mar 14 <input type="checkbox"/> Apr 11 <input type="checkbox"/> May 16 <input type="checkbox"/> Jun 13	<input type="checkbox"/> Jul 18 <input type="checkbox"/> Aug 22 <input type="checkbox"/> Sep 19 <input type="checkbox"/> Oct 24 <input type="checkbox"/> Nov 21 <input type="checkbox"/> Dec 12	0800 – 1600	Provincial Violence Prevention Curriculum (PVPC) - Core Classroom <input type="checkbox"/> *Alternative date: _____	Acute, Community & Residential: ALL CLINICAL STAFF

*If a new hire has already taken the Provincial Violence Prevention Curriculum (PVPC) session with VCH or another BC health authority, please email their completion certificate to VCHWorkplaceHealth@vch.ca (and copy us) to confirm if the new hire is exempt from re-taking the session.

DATE SELECT		TIME	ADDITIONAL SESSIONS – SITE SPECIFIC	TARGET AUDIENCE
<input type="checkbox"/> Jan 22 <input type="checkbox"/> Feb 19 <input type="checkbox"/> Mar 19 <input type="checkbox"/> Apr 16 <input type="checkbox"/> May 21 <input type="checkbox"/> Jun 18	<input type="checkbox"/> Jul 23 <input type="checkbox"/> Aug 27 <input type="checkbox"/> Sep 24 <input type="checkbox"/> Oct 29 <input type="checkbox"/> Nov 26 <input type="checkbox"/> Dec 17	0800 – 1030	Central Venous Catheter Procedures (CVC) Lab <ul style="list-style-type: none"> 0800 – 1000: Classroom 1000 – 1030: Recompensed time for pre-requisite module 	SITE SPECIFIC – LGH STAFF ONLY RN ONLY <i>(as required per unit)</i>
X <input type="checkbox"/> Mar 20 <input type="checkbox"/> Apr 18 <input type="checkbox"/> May 23 <input type="checkbox"/> Jun 20	<input type="checkbox"/> Jul 25 <input type="checkbox"/> Aug 29 <input type="checkbox"/> Sep 26 <input type="checkbox"/> Oct 31 <input type="checkbox"/> Nov 28 <input type="checkbox"/> Dec 19	0800 – 1130	Intravenous (IV) Initiation Lab <ul style="list-style-type: none"> 0800 – 1100: Classroom 1100 – 1130: Recompensed time for pre-requisite module 	SITE SPECIFIC – LGH STAFF ONLY RN ONLY <i>(as required per unit)</i>

DATE SELECT LOCATION: VGH		TIME	ADDITIONAL SESSIONS – OFF SITE	TARGET AUDIENCE
APPLICABLE TO ALLIED HEALTH STAFF from other sites, but the following sessions only take place at VGH once a month				
<input type="checkbox"/> Jan 22 <input type="checkbox"/> Feb 26 <input type="checkbox"/> Mar 19 <input type="checkbox"/> Apr 16 <input type="checkbox"/> May 28 <input type="checkbox"/> Jun 18	<input type="checkbox"/> Jul 23 <input type="checkbox"/> Aug 27 <input type="checkbox"/> Sep 24 <input type="checkbox"/> Oct 29 <input type="checkbox"/> Nov 26 <input type="checkbox"/> Dec 17	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	0800 – 1200 Beginner's Guide to <u>Social Work</u> at VCH (*VA ONLY*) 1300 – 1600 Beginner's Guide to <u>Occupational Therapy</u> at VCH 1300 – 1600 Beginner's Guide to <u>Physiotherapy</u> at VCH	*VA STAFF ONLY: SOCIAL WORKERS ONLY Acute, Residential, and Community (ALL SITES): OTs ONLY Acute, Residential, and Community (ALL SITES): PTs ONLY

DATE SELECT LOCATION: VANCOUVER		SELECT	TIME	SESSIONS – RESIDENTIAL	TARGET AUDIENCE
<input type="checkbox"/> Jan 23 <input type="checkbox"/> Mar 20 <input type="checkbox"/> May 29	<input type="checkbox"/> Jul 24 <input type="checkbox"/> Sep 25 <input type="checkbox"/> Nov 27	<input type="checkbox"/> <input type="checkbox"/>	AM SESSION (0800 – 1200) PM SESSION (1230 – 1600)	Overview and Philosophy of Residential Care Client Safety	VA & RHS Residential ONLY: ALL CLINICAL STAFF

To Submit:

1. Download (hover over top right corner of page and click the download icon) and save the form to your desktop.
2. Open the document with Adobe Acrobat Reader.
3. Complete the form.
4. Click the submit button below and follow the prompts to email the form.
5. If step 4 fails, attach the completed form to an email addressed to VCHOrientation@vch.ca