



**2019 REGISTRATION FORM
RICHMOND HOSPITAL (RH)**

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"/> FT <input type="checkbox"/> PT <input type="checkbox"/> Casual	<input type="checkbox"/> Internal Hire <input type="checkbox"/> External Hire
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 07 <input type="checkbox"/> Jul 08 <input type="checkbox"/> Feb 04 <input type="checkbox"/> Aug 12 <input type="checkbox"/> Mar 04 <input type="checkbox"/> Sep 09 <input type="checkbox"/> Apr 01 <input type="checkbox"/> Oct 07 <input type="checkbox"/> May 06 <input type="checkbox"/> Nov 04 <input type="checkbox"/> Jun 03 <input type="checkbox"/> Dec 02	<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"/>	1045 – 1115	TOUR OF SITE (<i>Optional session</i>)	NON-Clinical Staff AS APPLICABLE (BY SITE)
	---OR---	1045 – 1200	Best Practice, Best Care (Professional Practice)	Acute, Community & Residential: ALL CLINICAL STAFF
	<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 08 <input type="checkbox"/> Jul 09 <input type="checkbox"/> Feb 05 <input type="checkbox"/> Aug 13 <input type="checkbox"/> Mar 05 <input type="checkbox"/> Sep 10 <input type="checkbox"/> Apr 02 <input type="checkbox"/> Oct 08 <input type="checkbox"/> May 07 <input type="checkbox"/> Nov 05 <input type="checkbox"/> Jun 04 <input type="checkbox"/> Dec 03	<input type="checkbox"/>	0800 – 1200	Hello...Let's Go!: Safe Patient Handling & Intranet Resources	Acute & Residential ONLY : ALL CLINICAL STAFF FOR STAFF PROVIDING HANDS-ON PATIENT CARE ONLY
	<input type="checkbox"/>	1230 – 1600	Online Learning – Acute Nurses (*Day 3 Preparation)	Acute ONLY : ALL <u>NURSING</u> STAFF ATTENDING DAY 3 (*PREREQUISITE SESSION FOR DAY 3)
	---OR---	1230 – 1600	Online Learning – Residential Staff	VA & RHS Residential ONLY: ALL CLINICAL STAFF

DATE SELECT	SELECT	TIME	SESSIONS (DAY 3)	TARGET AUDIENCE
<input type="checkbox"/> Jan 09 <input type="checkbox"/> Jul 10 <input type="checkbox"/> Feb 06 <input type="checkbox"/> Aug 14 <input type="checkbox"/> Mar 06 <input type="checkbox"/> Sep 11 <input type="checkbox"/> Apr 03 <input type="checkbox"/> Oct 09 <input type="checkbox"/> May 08 <input type="checkbox"/> Nov 06 <input type="checkbox"/> Jun 05 <input type="checkbox"/> Dec 04	<input type="checkbox"/>	0800 – 0915	IV Therapy Care and Maintenance	Acute: RN, LPN, ESN (RPN & GPC Nurses – <i>if required</i>)
	<input type="checkbox"/>	0915 – 1100	Medication Safety [Inc. Omnicell & Glucose Meter]	Acute: RN, LPN, ESN, RPN (GPC Nurses – <i>if required</i>)
	<input type="checkbox"/>	1115 – 1230	Safe Transfusion	Acute: RN
	---OR---	1115 – 1230	Saline Locks	Acute: LPN, ESN, RPN
	<input type="checkbox"/>	1300 – 1415	Code Blue Response	Acute: RN, LPN, ESN, RPN
	<input type="checkbox"/>	1430 – 1515	'Pump It Up!' – Part 1: Infusion Pumps	Acute: RN, LPN, ESN (RPN – <i>if required</i>)
	<input type="checkbox"/>	1515 – 1600	'Pump It Up!' – Part 2: PCA and Epidural Pumps	Acute: RN (<i>as required per unit</i>)

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SUBMIT BUTTON IS ON PAGE 2



DATE SELECT	TIME	SESSIONS (DAY 4)	TARGET AUDIENCE
<input type="checkbox"/> Jan 10 <input type="checkbox"/> Feb 07 <input type="checkbox"/> Mar 07 <input type="checkbox"/> Apr 04 <input type="checkbox"/> May 09 <input type="checkbox"/> Jun 06	0800 – 1600	Provincial Violence Prevention Curriculum (PVPC) - Core Classroom <input type="checkbox"/> *Alternative date: _____	Acute, Community & Residential: ALL CLINICAL STAFF
<input type="checkbox"/> Jul 11 <input type="checkbox"/> Aug 15 <input type="checkbox"/> Sep 12 <input type="checkbox"/> Oct 10 <input type="checkbox"/> Nov 07 <input type="checkbox"/> Dec 05			
*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 15 <input type="checkbox"/> Feb 12 <input type="checkbox"/> Mar 12 <input type="checkbox"/> Apr 09 <input type="checkbox"/> May 14 <input type="checkbox"/> Jun 11	0800 – 1100	Intravenous (IV) Initiation Lab <ul style="list-style-type: none"> 0800 – 1030: Classroom session 1030 – 1100: Recompensed time for pre-requisite module 	SITE SPECIFIC – RH STAFF ONLY RN ONLY <i>(as required per unit)</i>
<input type="checkbox"/> Jul 16 <input type="checkbox"/> Aug 20 <input type="checkbox"/> Sep 17 <input type="checkbox"/> Oct 15 <input type="checkbox"/> Nov 12 <input type="checkbox"/> Dec 10			
DATE SELECT	TIME	ADDITIONAL SESSIONS – SITE SPECIFIC	TARGET AUDIENCE
<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	0800 – 1130	Central Venous Catheter (CVC) Procedures Lab <ul style="list-style-type: none"> 0800 – 1100: Classroom session 1100 – 1130: Recompensed time for pre-requisite module 	SITE SPECIFIC – RH STAFF ONLY RN ONLY <i>(as required per unit)</i>
<input type="checkbox"/> Jul 17 <input type="checkbox"/> Aug 21 <input type="checkbox"/> Sep 18 <input type="checkbox"/> Oct 16 <input type="checkbox"/> Nov 13 <input type="checkbox"/> Dec 11			

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	0800 – 1200	Beginner's Guide to <u>Social Work</u> at VCH (*VA ONLY*)	*VA STAFF ONLY: SOCIAL WORKERS ONLY
<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	1300 – 1600	Beginner's Guide to <u>Occupational Therapy</u> at VCH	Acute, Residential, and Community (ALL SITES): OTs ONLY
	1300 – 1600	Beginner's Guide to <u>Physiotherapy</u> at VCH	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"/> <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
<input type="checkbox"/> Jul 24 <input type="checkbox"/> Sep 25 <input type="checkbox"/> Nov 27				

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