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| Applies to: | New Health Care Support Workers (HCSWs) at Island Health. |
| Purpose: | To provide links to the required safety learning that HCSWs must complete before their first shift. |

# How to use this checklist

This checklist includes links to resources (such as Island Health policies, procedures, protocols and webpages, and BC Centre for Disease Control webpages) that you must follow when working at Island Health. Before your first shift, review all of the resources on this checklist.

Check off the items as you complete them. Once you have completed the checklist, sign it (see the *Learner Declaration* section at the end of the checklist) and hand it in to your supervisor/CNE.

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|  | Resources |
| COVID19 | |
| ⬜ | [Mental well-being during COVID-19](http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/mental-well-being-during-covid-19) (BCCDC webpage) |
| ⬜ | [BC COVID-19 Symptom Self-Assessment Tool](https://bc.thrive.health/) (fillable online form) |
| ⬜ | [COVID-19: Long-Term Care Facilities & Assisted Living](http://www.bccdc.ca/health-professionals/clinical-resources/covid-19-care/clinical-care/long-term-care-facilities-assisted-living) (BCCDC webpage) |
| ⬜ | [COVID-19: 9 Steps to Doff (Take Off) Personal Protective Equipment (PPE) For Droplet and Contact Precautions](http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_MOH_BCCDC_Doffing.pdf) (BCCDC poster) |
| ⬜ | [COVID -19 Response Protocol Long-term Care Facilities](https://intranet.viha.ca/pnp/pnpdocs/covid-19-response-protocol-long-term-care-facility-ltcf.pdf) (booklet) |
| ⬜ | [Long Term Care COVID-19 Containment Plan](https://intranet.viha.ca/covid-19/Documents/ltc-covid-19-containment-plan.pdf) (booklet) |
| ⬜ | [Required Personal Protective Equipment for Long Term Care During COVID-19 Pandemic](https://connect.islandhealth.ca/depts/lps/hcsw-curriculum/ProductionLibrary/required-ppe-for-ltc-covid19.pdf) (quick reference guide) |
| Infection Prevention and Control | |
| ⬜ | [Hand Hygiene for Health Care Providers](https://intranet.viha.ca/departments/infection_prevention/Pages/hand-hygiene.aspx) (Intranet page) |
| ⬜ | [Influenza Prevention Policy](https://intranet.viha.ca/pnp/pnpdocs/influenza-prevention-policy.pdf#search=influenza) |
| ⬜ | [Respiratory Hygiene/Cough Etiquette in Healthcare Settings](https://www.cdc.gov/flu/professionals/infectioncontrol/resphygiene.htm) (CDC webpage) |
| ⬜ | [Personal Appearance](https://intranet.viha.ca/pnp/pnpdocs/personal-appearance.pdf#search=dress%20code) (policy) |
| ⬜ | [Immunizations & Infectious Disease Exposure](https://intranet.viha.ca/safety/risks/infections/Pages/default.aspx) (Intranet page) |
| Occupational Health and Safety | |
| ⬜ | [Workplace Safety and Prevention Program](https://intranet.viha.ca/departments/occ_health/Documents/wspp.pdf#search=employer%20and%20workers%20rights) (booklet) |
| ⬜ | [Scent Safe Environment for Long-term-care](https://intranet.viha.ca/pnp/pnpdocs/scent-safe-environment-long-term-care.pdf#search=scent%20and%20perfume)  (policy) |
| ⬜ | [Workplace Preparedness](https://intranet.viha.ca/departments/EM/Pages/dpw.aspx) (Intranet page) |
| ⬜ | [Emergency Codes](https://intranet.viha.ca/emergency_codes/Pages/default.aspx) (Intranet page) |
| ⬜ | [Provincial Workplace Health Call Centre](http://www.whcallcentre.ca/) (number to call if injured at work) |
| ⬜ | [Workplace Hazardous Materials Information System (WHMIS) Protocol](https://intranet.viha.ca/pnp/pnpdocs/workplace-hazardous-materials-information-system-whmis-protocol.pdf#search=WHIMIS) |
| ⬜ | [Point-of-Care Risk Assessment](https://intranet.viha.ca/safety/Documents/point-care-risk-assessment-pcra.pdf#search=point%20of%20care%20risk%20assessment) (poster) |
| ⬜ | [Confidential Information – Privacy Rights of Personal Information Policy](https://intranet.viha.ca/pnp/pnpdocs/confidential-information-privacy-rights-personal-policy.pdf) |
| ⬜ | [Abuse and Neglect: All Staff](https://intranet.viha.ca/safety/risks/Pages/abuse-neglect-all-staff.aspx) (Intranet page) |
| ⬜ | [Respectful Workplace](https://intranet.viha.ca/admin_resources/viha_and_you/Pages/respectful_workplace.aspx) (Intranet page) |
| ⬜ | [Report a Workplace Injury or Illness](https://intranet.viha.ca/safety/reporting/Pages/staff-injuries.aspx) (Intranet page) |
| ⬜ | [Violence Prevention](https://intranet.viha.ca/safety/risks/violence/Pages/default.aspx) (Intranet page) |
| ⬜ | [Searchable OHS (Occupational Health & Safety) Regulation & related materials](https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation) (WorkSafeBC webpage) |

# Learner Declaration

I declare that I have completed the knowledge requirements as described in this guide.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_