

**Welcome to**  
**CANADIAN HEALTH CARE AGENCY**  
EXPERIENCE THE NORTH



*Artwork from Sandy Lake First Nation, Ontario*

**Module 1**

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**Overview of Primary Orientation (40-50 hours)**

- 6 days online classroom training (scheduled live)
- 2 days hands-on workshop
- 1 Hour Required Pre-Reading per module

**Evaluation:**

- Case Scenarios
- Observed Demonstration
- Quizzes and Assignment(s)

**Resources**

- Online Learning Management System with articles, videos, and other resources and tools
- ISC Clinical Practice Guidelines, Zone Drug Formulary

**Tips:**

- Allow yourself enough time to complete readings/ self directed learning modules
- Best not to schedule work immediately before or after orientation sessions, or to work nights prior to online or in-person sessions
- Don't be afraid to ask questions!!



Boardwalk to nurses residence in Pikangikum First Nation, Ontario

**Ontario Contract Nurse Training Program**

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- Founder of CHCA and Chief Executive Officer
- Nurse Practitioner
- Involved in contracting and scheduling
- Available to provide some clinical support
- Carries on-call phone for emergencies 24/7 (shared with Miriam)

[sharon@chc-a.ca](mailto:sharon@chc-a.ca)  
Ext. 101

**Sharon Umana**  
**President and CEO**

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- All Human Resources concerns
- Recruitment and Retention
- Account Management for the clients we serve
- Contract Bidding
- Quality Performance Management
- IT Support

[kathy@chc-a.ca](mailto:kathy@chc-a.ca)  
Ext. 109

**Kathy Himmelman**  
**Director of Administration**

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**Valerie Rzepka, NP**  
[valerie@chc-a.ca](mailto:valerie@chc-a.ca)

**Aric Rankin, NP**  
[aric@chc-a.ca](mailto:aric@chc-a.ca)

**Kate Auger, NP**  
[kate@chc-a.ca](mailto:kate@chc-a.ca)

- Nurse Practitioners each with 10+ years northern experience
- Delivery of orientation, continuing education and remedial support

**Clinical Education Team**

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- All government billing
- WSIB
- Preparation of Company Financial Information
- Employee letters for financial/ workplace needs
- Group Benefits, RRSP, TFSA
- Tax forms (T2200)

[sandy@chc-a.ca](mailto:sandy@chc-a.ca)  
Ext. 103

**Sandy Baptie**  
**Senior Bookkeeper**

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- Ensures new nurses are ready for rostering
- Monitors Nurses' certificates and documents for expiration and renewal
- Arranges courses for recertification

**Angeline Goldsworthy**  
**Quality Assurance Coordinator**

[angeline@chc-a.ca](mailto:angeline@chc-a.ca)  
Ext. 107

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- Task Authorization verification
- Signs contracts with client
- Secures nurses for contracts
- Gets quotes for travel
- Carries on-call phone for emergencies 24/7 (shared with Sharon)

**Miriam Giron**  
**Scheduling Coordinator**

[miriam@chc-a.ca](mailto:miriam@chc-a.ca)  
Ext. 110

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- Confirms travel
- Completes itineraries
- Communicates with nurses
- Confirms contract info
- Additional travel support (hotels/ taxis as needed)
- Arranges travel for Independent Communities

**Anita Coutu**  
**Travel Coordinator**

[anita@chc-a.ca](mailto:anita@chc-a.ca)  
Ext. 102

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- Timesheet Processing
- Payroll
- Reimbursements
- Client Invoices

**Jannette Umana &  
Julie Perrin**  
**Accounting Coordinators**

[jannette@chc-a.ca](mailto:jannette@chc-a.ca)  
Ext. 108  
[julie@chc-a.ca](mailto:julie@chc-a.ca)  
Ext. 106

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- Reception front desk and phones
- Receives timesheets, confirms their completion, and any follow ups
- General Office Admin  
[trish@chc-a.ca](mailto:trish@chc-a.ca)  
Ext. "0"

**Trish Gaunt**  
**Office Administration**

  
[raquel@chc-a.ca](mailto:raquel@chc-a.ca)  
**Raquel Tavares**  
**(on Maternity Leave)**

  
[vonnie@chc-a.ca](mailto:vonnie@chc-a.ca)  
**Vonnie Ronald**  
**(part-time)**

  
[stephanie@chc-a.ca](mailto:stephanie@chc-a.ca)  
**Stephanie Imrie**  
**Human Resources/  
Recruiting**

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- Orientation Syllabus
- Nursing Station Orientation Checklist
- Scope of Practice Statement and Acknowledgement
- Confidentiality Agreement
- Tax Forms
- Government Vehicle use policy and authorization
- ..... And more!

**Forms and Documents – on LMS**

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Groceries:

- Bring the majority of your food with you for the duration of your contract
- Fresh fruits, vegetables, meats and some dairy can be difficult to obtain locally
- Milk, eggs and frozen goods generally easy to purchase locally.
- Non-perishables easier to purchase locally, but can be expensive.
- Bring your favourite items with you (coffee, sauces, ethnic foods, treats etc.)
- Freeze whatever you can (bread, meat, sauces)
- Pre-packed meals
- Spices and Seasonings
- Laundry Pods
- Reusable water bottle/ coffee mug



## How to pack for the north - Groceries

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Other items to pack:

- Work clothes: comfortable, and work-appropriate (scrubs, jeans, etc)
- Indoor shoes for work
- Rubber boots for spring/fall, winter boots for winter
- Personal effects (toiletries, pyjamas, etc.)
- Winter gear – coat, hat, gloves, scarf, snow pants. (optional goggles)
- Summer – insect repellent

Provided:

- Apartments are fully furnished, including kitchenware, small appliances, bedding, towels.
- Satellite TV, Wi-Fi available in residences

## How to pack for the north – Other items

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**CANADIAN HEALTH CARE AGENCY**  
EXPERIENCE THE NORTH  
ORIENTATION CHECKLIST - AGENCY COMMUNITY HEALTH NURSE

Fax to:  
1-888-439-2979  
(attention: Educator)  
when complete.

Upon arrival into a community for the first time, it is expected that the agency nurse will be provided with a clinic orientation, in order to familiarize themselves with the day-to-day operation and function of the health centre. The NIC may delegate this task to another colleague who is also familiar with the operations and functions of the health centre.  
Agency Nurse: \_\_\_\_\_ Community: \_\_\_\_\_ Date: \_\_\_\_\_

	NIC Initials	RN Initials
<input checked="" type="checkbox"/> Checkmark Orientation Topic/ Area		
<b>INTRODUCTIONS</b> <input type="checkbox"/> Introduced to NIC, nursing colleagues and clinic admin/ support staff (and MD if applicable)		
<b>ACCOMMODATIONS:</b> <input type="checkbox"/> Obtained and signed for keys to accommodations and clinic <input type="checkbox"/> Operator/ Forwarding of telephone system for on-call use (where applicable) <input type="checkbox"/> Emergency Telephone list <input type="checkbox"/> Drinking water (where applicable) <input type="checkbox"/> Staff Laundry and cleaning equipment (Vacuum/ Mop) <input type="checkbox"/> Garbage Disposal		
<b>BASIC CLINIC TOUR AND LOCATION OF:</b> <input type="checkbox"/> Exam Room(s) <input type="checkbox"/> Emergency Room <input type="checkbox"/> Holding/ Obstetrical Room <input type="checkbox"/> Pharmacy <input type="checkbox"/> NIC Office <input type="checkbox"/> Laboratory <input type="checkbox"/> Patient / Staff Washrooms <input type="checkbox"/> Supply and Inventory Room <input type="checkbox"/> File Room <input type="checkbox"/> Charing Room <input type="checkbox"/> Linen Room/ Patient Laundry <input type="checkbox"/> Kitchen/ Break room		
<b>CONTROLLED SUBSTANCES</b> <input type="checkbox"/> Narcotic Count done ASAP upon arrival. <input type="checkbox"/> Familiarization with narcotic lock/keys <input type="checkbox"/> Location of Narcotic Record <input type="checkbox"/> Narcotic Count done immediately prior to departure from community.		

485 Pineau Rd. #203, Cambridge, ON N1T 6A6, Tel: 519-451-0905; Fax: 1-888-439-2979  
www.chca.ca

## Health Centre Orientation checklist

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- Purpose: to help you become more efficient and familiar with your workspace
- Should take no more than 15 minutes to complete.
- Print this checklist, use to guide your questions in any new community.
- The NIC (or NIC's delegate) is to provide you with a brief, but comprehensive orientation to the nursing station upon your arrival and before you start seeing patients.
- This form is to ensure that you receive this orientation, and that you are familiarized with the Nursing Station function and operations.

This orientation syllabus summarizes the readings, content, and will help you to log onto the Learning Management System (LMS), as well as guide you through resources available for you in your practice.



**CANADIAN HEALTH CARE AGENCY**  
EXPERIENCE THE NORTH  
**ONTARIO PRIMARY NURSING**  
Contract Nurse Training Program Syllabus

Congratulations for stepping into the unknown! Remote rural practice requires vast knowledge, and due to the large amount of information included in the orientation, a pre-reading list has been included in this syllabus, along with the general orientation schedule. The pre-reading is mandatory prior to attending lectures, and if it is not completed, you may not be equipped or prepared to complete the necessary group case studies and practice scenarios.

Please note there are approximately 1-2 hours of reading for each module listed below, depending on your prior practice knowledge, skill and experience. Please start your pre-reading well ahead of your orientation and, ensure your schedule permits nightly reading and review during orientation sessions.

PRE-ORIENTATION REQUIRED READING			
✓	✓		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <b>FNHI Adult CPC's</b>  <b>FNHI Nursing Policy Manual</b>  <b>CNO - Practice Standards</b> <ul style="list-style-type: none"> <li>• Confidentiality and Privacy</li> <li>• Decisions about Procedures and Authority</li> <li>• Documentation</li> <li>• Infection Prevention and Control</li> <li>• Medication</li> <li>• Restraints</li> <li>• Therapeutic Nurse Client Relationships</li> </ul> <b>FNHI Drug Formulary</b> </td> <td style="width: 50%; vertical-align: top;"> <b>FNHI Paediatric CPC's</b>  <b>Laboratory Manual</b>  <b>CNO - Practitioner Guidelines</b> <ul style="list-style-type: none"> <li>• Authorizing Mechanisms</li> <li>• Conflict Prevention and Management</li> <li>• Consent</li> <li>• Culturally Sensitive Care</li> <li>• Directive</li> <li>• Tele-practice</li> </ul> </td> </tr> </table>	<b>FNHI Adult CPC's</b> <b>FNHI Nursing Policy Manual</b> <b>CNO - Practice Standards</b> <ul style="list-style-type: none"> <li>• Confidentiality and Privacy</li> <li>• Decisions about Procedures and Authority</li> <li>• Documentation</li> <li>• Infection Prevention and Control</li> <li>• Medication</li> <li>• Restraints</li> <li>• Therapeutic Nurse Client Relationships</li> </ul> <b>FNHI Drug Formulary</b>	<b>FNHI Paediatric CPC's</b> <b>Laboratory Manual</b> <b>CNO - Practitioner Guidelines</b> <ul style="list-style-type: none"> <li>• Authorizing Mechanisms</li> <li>• Conflict Prevention and Management</li> <li>• Consent</li> <li>• Culturally Sensitive Care</li> <li>• Directive</li> <li>• Tele-practice</li> </ul>	
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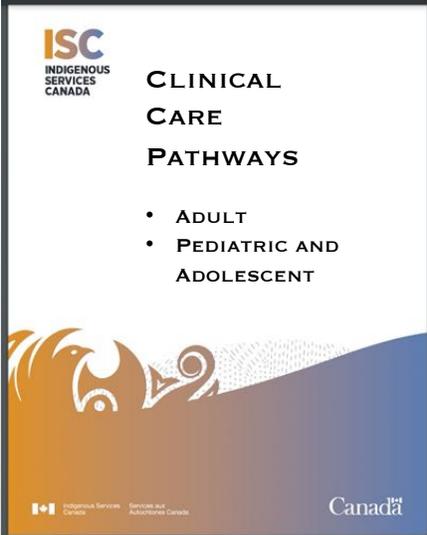
*Note: All documents and links listed can be found in the header of the Learning Management System.*

**1. First Nations and Inuit Health - CLINICAL PRACTICE GUIDELINES**  
It is imperative that you familiarize yourself with the adult and pediatric clinical practice guidelines, as they will guide your practice in the north. The CPC's can be found online, and the individual chapters can be downloaded as PDF files, and saved to a device or memory.

## Orientation Syllabus

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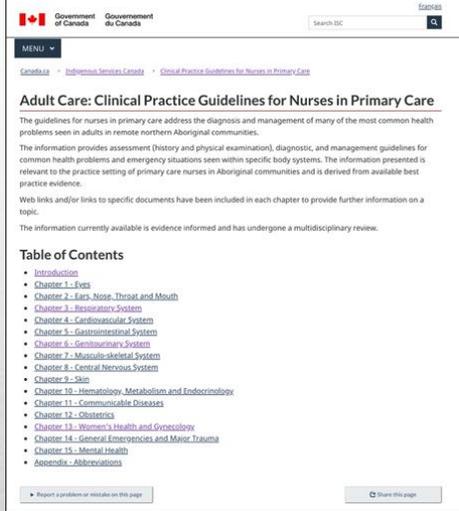
16

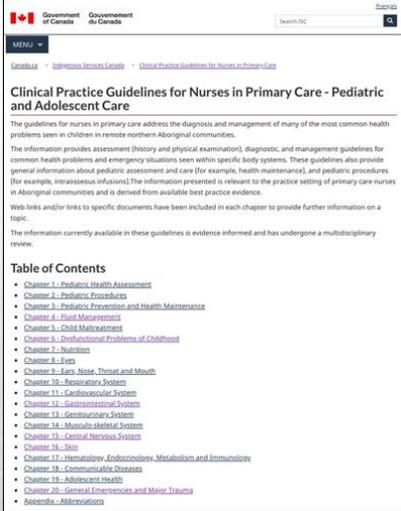


- ONE HEALTH portal
- NEW!! “CLINICAL CARE PATHWAYS” (formerly Clinical Practice Guidelines)
- Used by Nurses to assist in the identification, diagnosis and treatment of illness in a primary health care setting.
- The ISC Clinical Care Pathways are used together with the ISC Drug Classification System and Formulary.
- Online version most up-to-date
- Hard copies less reliable (outdated)

**Clinical Care Pathways/ Practice Guidelines** © CHCA 2020-AB  
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Adult CPG

Pediatric and Adolescent CPG

**Clinical Practice Guidelines** © CHCA 2020-AB  
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### Adult Care - Chapter 5 - Gastrointestinal System

(PDF Version - 562 K)  
First Nations and Inuit Health Branch (FNIHB) Clinical Practice Guidelines for Nurses in Primary Care  
The content of this chapter was revised in October 2011.

**On this page:**

- Assessment of the Gastrointestinal System
- Examination of the Abdomen
- Common Problems of the Gastrointestinal System
  - Anal Fissure
  - Constipation
  - Dehydration (Hypovolemia)
  - Diarrhea
  - Diverticular Disease
  - Diverticulitis
  - Diverticulosis
  - Dyspepsia
  - Gallbladder Disease
  - Biliary Colic
  - Cholecystitis or Cholangitis
  - Gastroesophageal Reflux Disease (GERD)
  - Hemorrhoids
  - Hernia
  - Irritable Bowel Syndrome
  - Peptic Ulcer Disease (PUD)
- Emergencies of the Gastrointestinal System
  - Abdominal Pain (Acute)
  - Appendicitis
  - Gastrointestinal Bleeding (Upper and Lower)
  - Obstruction of the Small or Large Bowel
  - Pancreatitis (Acute)
- Sources

- Divided by anatomical system
  - Common problems
  - Emergencies
- Causes
- Predisposing Factors
- History
- Physical Findings
- Differential Diagnosis
- Diagnostic Tests
- Management
- Goals of Treatment
- Appropriate Consultation
- Nonpharmacologic Interventions
- Client Education
- Pharmacologic Interventions
- Referral
- PDF can be downloaded for each chapter (top of page)

**Clinical Practice Guidelines**

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CHCA's online scheduling tool helps the Schedulers to determine availability and staffing levels.

You provide your availability, or unavailability, so that contracts remain flexible, while meeting staffing needs.

Username and password released once you are formally rostered with CHCA.



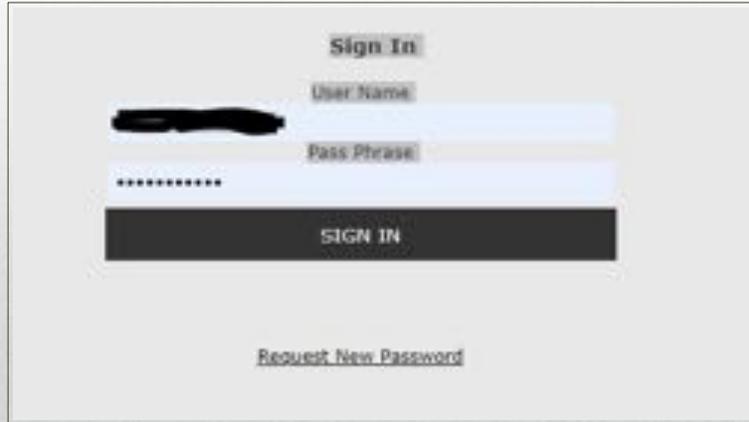
**Online Scheduling System**

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To log in to the new scheduling system:

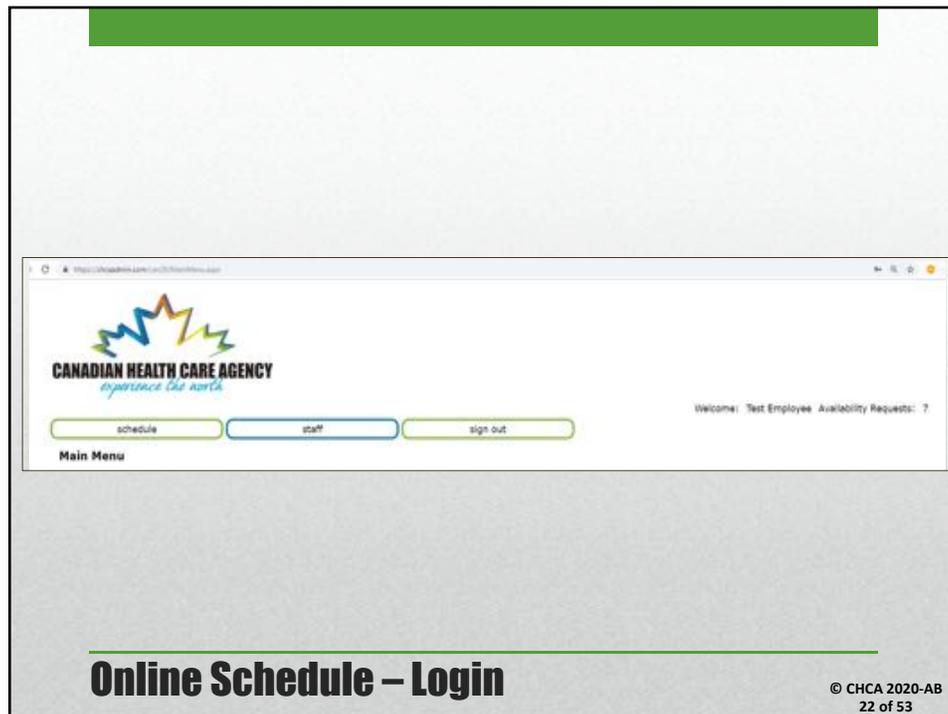
- type <https://chcaadmin.com/can20/Login.aspx> to your internet browser.
- You will be prompted to the screen pictured below.
- Enter your username & password to sign into the scheduling system.  
(Username and Password provided via email)



## Online Schedule – Login and Setup

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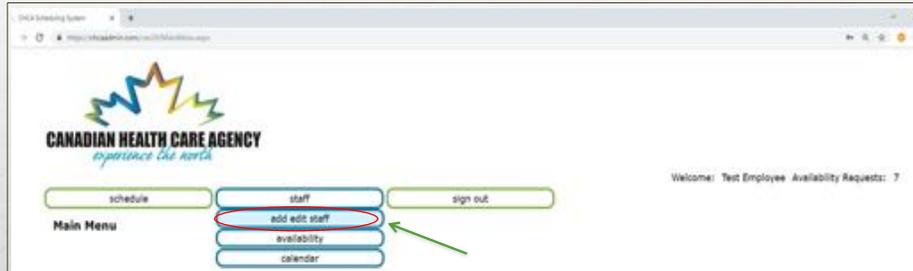


## Online Schedule – Login

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- Please ensure all personal information is up to date in the new scheduling system.
- To update please select “Staff” then select “Add edit staff” from the list of options.



## Online Schedule – Setup

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Select “Contact” tab.

- Ensure we have your address, phone number, and email address listed correctly. Click save/update contact when done.

The screenshot shows the CHCA Staff Profile page, specifically the 'Contact' tab. The 'Do Not Send Texts' checkbox is circled in red. A green arrow points to the checkbox.

If you wish to receive texts (SMS) from the system – ie: outstanding urgent contracts, general notifications from the agency. Please make sure you have a cellphone number is listed. **PLEASE NOTE STANDARD MESSAGING FEES APPLY. IF YOU WISH TO NOT RECEIVE TEXT MESSAGES, CHECK OFF “DO NOT SEND TEXTS” BOX CIRCLED BELOW.**

## Online Schedule – Setup

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Changing your password:

- select “Permissions” tab.
- enter current password
- enter new password
- confirm/re-enter your new password and click “Update Password” to save.

**\*IF YOU NEED TO RESET PASSWORD AT THE TIME OF YOUR LOGIN, PLEASE CLICK ON REQUEST NEW PASSWORD AND FOLLOW THE INSTRUCTIONS.**

---

## Online Schedule – Setup

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To submit your availability or unavailability:

- choose staff
- click availability from the drop-down menu.

---

## Online Schedule - Availability

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- Select start and end dates of your availability – including travel days
- Additional notes added in the notes box at the right side of the screen for any preferences or travel requests.

Canadian Health Care Agency logo: **CANADIAN HEALTH CARE AGENCY** *experience the north*

Welcome: Test Employee Availability Requests: 7

schedule staff sign out

**Availability**

Set Your Availability:  
Test Employee  
Dates are Inclusive  
Start Date: Mon May 6, 2019  
End Date: Fri May 17, 2019  
Status: Available

Notes:  
Need to be home by May 17 2019  
Entering Availability for Ontario communities

SAVE AVAILABILITY

## Online Schedule – availability

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- Select the **status** of your request
  - “Available” for when available to work; and
  - “Vacation” for time off or not available to work.

Canadian Health Care Agency logo: **CANADIAN HEALTH CARE AGENCY** *experience the north*

Welcome: Test Employee Availability Requests: 7

schedule staff sign out

**Availability**

Set Your Availability:  
Test Employee  
Dates are Inclusive  
Start Date: Mon May 6, 2019  
End Date: Fri May 17, 2019  
Status: Available

Notes:  
Need to be home by May 17 2019  
Entering Availability for Ontario communities

SAVE AVAILABILITY

## Online Schedule –availability

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Your request has been saved – as per picture below



**IMPORTANT NOTES:**

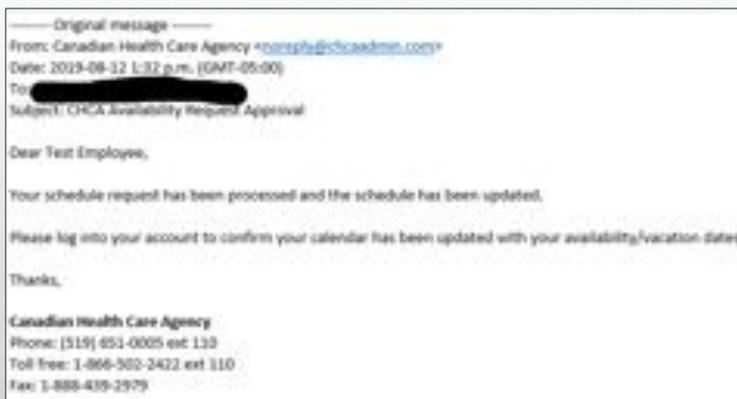
- If you are submitting more than one block availability, please do them separately (i.e. May 10- 17 and May 20-21).
- If you are submitting availability for more than one province, you need to submit them separately and add comments in the notes for which province.
- **IMPORTANT: any notes or requests (like flight notes, appointments or special dates we should be aware of), please specify in the “Notes” section. This will help us gauge your flexibility.**

## Online Schedule – availability

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Once your request has been processed by the scheduler, you will receive an email confirming we have received your availability/vacation dates as picture below



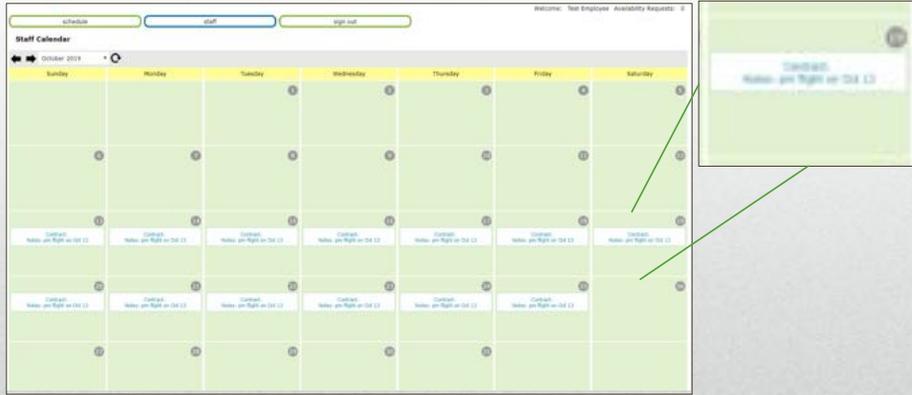
## Online Schedule - Confirmation

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Schedule Request Calendar view

- once request is processed by the scheduler your calendar should be updated to the picture below.

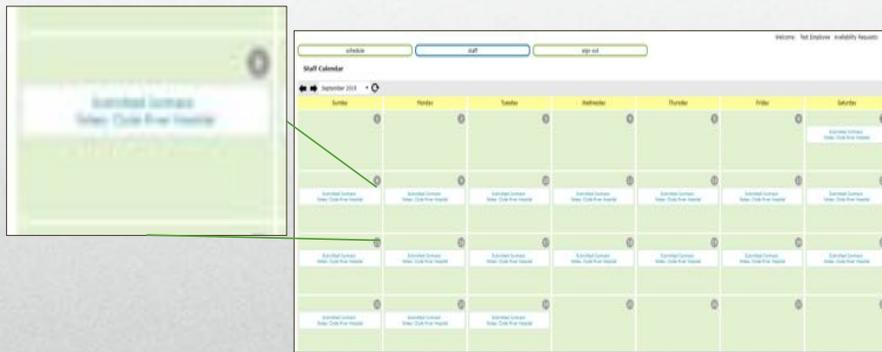


**Online Schedule – Calendar View**

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- Once we submit your name for a contract you will have visibility to the community submitted and the status (there is a legend at the end of this guide with the community short names used).
- Regular needs take approx. 3-5 business days to be confirmed.
- Your schedule will be adjusted once it is confirmed and you will also receive an email confirmation from the system.

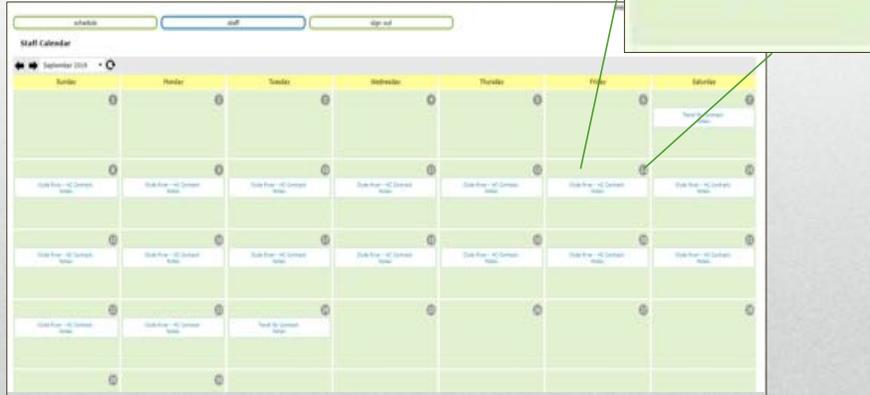


**Personal Schedule – Calendar View**

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Below is what your schedule will look like once the contract has been signed and confirmed, it will note the short form for the community.



## Personal Schedule – Calendar View

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## How to Access Learning Management System

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Canadian Health Care Agency Ltd. offers bi-weekly DIRECT DEPOSIT of your earnings to any Canadian chartered bank (CIBC, Scotiabank, TD Canada Trust, Royal Bank, Bank of Montreal and Credit Unions).

Payday every 2<sup>nd</sup> Friday.

Funds will then be available to you at the banks' opening on each payday. You will receive an electronic statement of earnings.

You are required to:

- Provide a VOID cheque
- Complete and sign a Direct Deposit Request
- Complete and sign TD1 and TD1ON forms and return to Sandy.



**Payroll and Direct Deposit Forms**

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Two tax forms need to be completed:

- Federal
- Provincial (based on your residence)

or

- Indigenous if applicable.



**Tax Forms**

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**Northern Tip:**  
*"Competence is very task specific; one can be very competent in some areas or for certain tasks and totally incompetent for others".*

The Scope of Practice document is a Federal document, published in 1994, which outlines the Professional Scope of Practice of the Community Health Nurse (CHN).

**Its very important you read this document so you fully understand the job description required for your role.**

It can be challenging at times to practice within your scope.

When emergency clinical cases or circumstances arise that may draw you beyond your scope. *The rule of thumb in the north is:*

***If you do not have the knowledge, skills and judgment to do the skill in question don't do it.***

Its important to remember competence is very task specific; one can be very competent in some areas or for certain tasks and totally incompetent for others.

FIRST NATIONS AND INUIT HEALTH BRANCH

**SCOPE OF PRACTICE**

COMMUNITY HEALTH NURSES

NURSING STATION FACILITY/HEALTH CENTER TREATMENT FACILITY

---

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

Name of Nurse: \_\_\_\_\_

I have read and understand the Community Health Nurses Scope of Practice and agree to practice within this scope to the best of my knowledge, skill and judgment.

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

First Nation and Inuit Health Branch  
Nursing Division  
Health Canada  
Fall 1994

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**Remember:**  
 The circle of care does not include Police Officers or other healthcare providers who are not involved in the clinical care the patient.

A consent for release of information form needs to be signed by the patient/guardian in order to disclose information to others.

STANDING OFFER  
Appendix "B"

**ACKNOWLEDGEMENT OF CONFIDENTIALITY**

I, the undersigned, agree that I will keep confidential all information relating to the affairs of the Minister, and any and all patient information to which I become privy, in relation to the provision of the Nursing Services at Health Facilities in the Province of Ontario, FNIBB of Health Canada, under with:

\_\_\_\_\_  
Canadian Health Care Agency Ltd., Cambridge, ON  
Company Name

Dated: \_\_\_\_\_ At: Cambridge, Ontario

Employee: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Witness: \_\_\_\_\_

Print name: \_\_\_\_\_ Signature: \_\_\_\_\_

Print name: \_\_\_\_\_ Signature: \_\_\_\_\_

Print name: \_\_\_\_\_ Signature: \_\_\_\_\_

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### Northern Tip

Clinic Trucks are used to drive to the airport, the Northern Store, and for other clinic related duties.



### Authority to Drive Government Vehicles

NAME: \_\_\_\_\_  
 LOCATION: **FNIHB Zones**

In the normal conduct of my duties as a community health nurse, where I am required to use a government vehicle, time and usage is to be in accordance with the "Use, Safety and Parking of Government Vehicles" directive, as issued by the Zone. (See attached Directive - read carefully)

This authorization covers the period commencing \_\_\_\_\_ and will be valid as long as I am employed with the Canadian Health Care Agency.

See my file for a copy of my current Driver's License showing both the picture and the expiry date.

TO MY KNOWLEDGE, THIS IS A VALID DRIVER'S LICENSE.

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Government Vehicle Policy

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### What is Employment Equity?

- A planned approach that is designed to create a workforce that is at all levels representative of the diverse population it serves.
- The principle by which no one is denied employment or advancement opportunities for reasons unrelated to the job and is a process that has evolved from over 30 years of anti-discrimination programs in Canada.
- There is evidence that certain groups have been denied access to employment or advancement opportunities because of race, gender, and disability.
- Four designated groups have been identified
  1. Women
  2. Aboriginal Peoples
  3. Members of Visible Minorities and
  4. Persons with Disabilities
- Your demographic information will be collected and used for the purpose of the CHCA employment equity program.

### Employment Equity Self-Identification Questionnaire

Revised: June 10, 2011

### Employment Equity Self-Identification Questionnaire

Canadian Health Care Agency (CHCA) believes that all employees should be treated fairly. CHCA's employment equity program aims to ensure that women, Aboriginal peoples, persons with disabilities and visible minorities are represented at all levels of the organization and that our hiring and promotion practices are based on qualifications and ability.

One of the first steps in the employment equity process is the collection of information regarding the Company's workforce through the administration of a questionnaire. The responses you provide on this survey will be retained for statistical purposes only and kept confidential. We encourage you to review, update and correct information about yourself at any time. Your information will not be used for unauthorized purposes.

Information will not be used for unauthorized purposes.  
 L'information sera utilisée uniquement à des fins statistiques et sera conservée de manière confidentielle. Nous encourageons vous à réviser, mettre à jour et corriger les renseignements personnels que vous fournissez sur ce questionnaire à tout moment. Vos renseignements ne seront pas utilisés à des fins non autorisées.

**Can be returned anonymously by mail, or left on the reception desk addressed to Employment Equity Coordinator.**

## Employment Equity Questionnaire

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General:

- The work cycle is bi-weekly and commences every second Sunday
- Completed and signed timesheets are due into the office by noon on Monday immediately after the end of each work week.
- Include only one work cycle on each set of timesheets.
- Prepare one set of timesheets for each location worked during a work week.
- Record local times, using the 24 hour clock.
- It is your responsibility to ensure that timesheets are authorized by the Nurse-In-Charge or your Supervisor.
- If you were the Acting-NIC, then the Health Director must sign.
- SELF-ISOLATION TIMESHEETS: completed daily during the self-isolation period and submitted weekly.

**Timesheets**

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Nurse Name / Community / Dates TA and PO #

Nurse Name - WHITEDOG - SEPTEMBER 21-25/2020 ONTR00#### 4500414###

Employee: NURSE NAME

Position: Community Health Nurse (CHN)

Location: WHITEDOG, ONT

Working period: SEPTEMBER 21-25/2020

TA #: ONTR00#### PO#: 4500414###

Hi (Nurse)

Please see attached your contract itinerary details for WhiteDog.

Upon arrival in Winnipeg, you will pick up the rental car and make your way to Kenora to the hotel.

**NOTE:** I have booked a car for you, and you have accommodations at the Comfort Inn Kenora (info on body of itinerary)

On Friday September 25<sup>th</sup>, you depart for Winnipeg to make your 4:55pm flight home.

Please report to the NIC upon your arrival to the community.

Reminder of time sheets, ensure you include the TA# and PO# before submitting them on Mondays.

Remember to check in online to avoid delays. The links are <https://checkin.westjet.com> and <https://www.aircanada.com/en/travelinfo/traveller/checkin/>

If you have any problems with your flights the emergency afterhours numbers for Corporate Traveller are 1-416-665-5158 and for CHCA is 519-221-0959

Have a safe trip!

**Sample Contract Email**

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### Agency Overtime Authorization

This supporting document is required by ISC

- When you are required to work outside of clinic hours but you are not on standby; i.e. extended clinic at the end of the regular day, evening flu clinic or working over the lunch period;
- If a call back starts before the start of your standby shift or finishes after the end of your standby shift;
- When called in to the clinic but not on standby; i.e. called in as third etc.

**CANADIAN HEALTH CARE AGENCY**  
Excellence in Health

Toll-Free: 1-866-505-2422  
Fax: 1-888-419-2979  
NOTE: PLEASE SUBMIT TIMESHEETS BY NOON EVERY MONDAY

**Appendix F to Annex A – Ontario**  
**OVERTIME AUTHORIZATION FORM**  
ISC  
FIRST NATIONS AND INUIT HEALTH BRANCH

NAME OF THE CONTRACTOR: CHCA  
NAME OF CONTRACT NURSE: Jane Smith, RN

REGION: Ontario Region PO NUMBER: 123456  
COMMUNITY LOCATION: Webbville, ON TA NUMBER: 123456

REASONS FOR EXTRA DUTY:  
Doctor's Clinic ran overtime.

APPROXIMATE HOURS REQUESTED: 1.5  
DATE: August 13, 2015  
COMMENTS:

NIC APPROVAL:  
(PRINT NAME/SIGNATURE)

This form is to be utilized to approve all Overtime for Contract Nurses, other than when they are "Called-Back" or when assigned to be on "Stand-by".

INSTRUCTIONS:  
NIC to send a copy of the signed Overtime Authorization to the Nurse Relief Coordination Unit at Fax 413-492-4622.  
Nurses are to attach the signed copy of this form to time sheets.  
Original signed record to be kept by the contractor.

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## Timesheets (Overtime Auth.)

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### IMPORTANT:

- Unsure whether the form is needed? Call the office and ask.
- Outside office hours? Better to have the form done, even if it isn't needed, than not to have it done if needed.
- Payroll calculation: if overtime authorization form is needed but wasn't submitted with your timesheets, CHCA is unable to pay the hours until the form is received. Hours will be adjusted on a future pay.
- HOWEVER: if the contract has been invoiced to ISC (i.e. final timesheets are processed), CHCA is no longer able to pay those hours, as the invoice to ISC is closed.
- Submit this authorization form together with your weekly timesheets and overtime record.

## Timesheets (Overtime Auth.)

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If you have been referred by a colleague please fill out your name in the new nurse line and indicate you referred you.

If you will be working in Ontario, the person who referred you will be given a referral bonus.

A great reason to refer colleagues to CHCA.



The Canadian Health Care Agency logo and the text 'EXPERIENCE THE NEW!' are at the top. Below is the title 'NURSE REFERRAL FORM'. A paragraph explains the referral bonus: 'The Canadian Health Care Agency will pay a referral bonus to the current Agency Nurse who refers a new Nurse to the Agency. The bonus payment will be made upon successful completion of the new Nurse's first contract.' Below this is the instruction 'Please complete this section:' followed by four lines for 'Name of new Nurse', 'I was referred to The Canadian Health Care Agency by', 'New Nurse's signature', and 'Date'. At the bottom, it says 'Please return this form by fax to 1-800-439-2979 or by email to [jfu@chca.ca](mailto:jfu@chca.ca)'.

**Employee Referral Form**

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work. health. life.

**Employee and Family Assistance Programs**

- An EFAP supports and assists employees and their families in assessing and resolving work, health and life issues.
- Complimentary to Employees and their Family members, EFAPs provide accessible, confidential and immediate support for a range of health and wellness issues.

**Employee and Family Assistance Program**

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**Shepell·fqi™**



*work. health. life.*



- Professional Counseling
- Family Support
- Financial Support
- Health Coaching
- Legal Support
- Naturopathic Services
- Nutrition Support
- Fitness support
- Stress coach connects
- Separation and divorce
- Smoking cessation
- Financial Planning services
- Enhancing your relationships

**Employee and Family Assistance Program**

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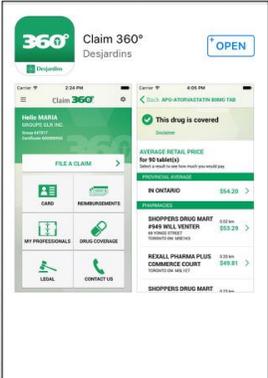
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**Desjardins Insurance**

**LIFE • HEALTH • RETIREMENT**

- Life Insurance and Accidental Death and Dismemberment
- Long Term Disability
- Extended Health benefits
  - Drugs (approx. 80%)
  - Eye glasses and vision care
  - Orthotics and Orthopaedic Shoes/ braces
  - Compression stockings
  - Health Professionals (massage, chiro, physio etc.) \$500 / year
  - Semi-private hospital coverage
- Dental care benefit
- Travel Medical – for pleasure travel (vacations)



**Desjardins Group Insurance**

[www.agea-gbim.dsf-dfs.com](http://www.agea-gbim.dsf-dfs.com)

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## Desjardins Insurance

LIFE • HEALTH • RETIREMENT

**To Qualify:**

- Nurse must be employed and regularly working for a minimum 3 month period prior to eligibility.
- Must maintain a minimum 1350 work hours (including overtime) within a calendar year to be eligible.
- Current approximate costs:
  - Family coverage \$260/mo.
  - Single coverage \$150/mo.
- Note: Nurse pays 50% of the cost of the total premium, except LTD which Nurse pays full cost of premium.
- Why? In the event there is a need to collect from LTD, it would then be considered non-taxable income.

**Desjardins Group Insurance**  
[www.agea-gbim.dsf-dfs.com](http://www.agea-gbim.dsf-dfs.com)

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## Open Access

Well, invested.

**Registered Retirement Savings Plan (RRSP) and  
Tax-Free Savings Account**

- Upon completion and payment of first contract – eligible to apply upon second contract.
- CHCA will contribute 25% of the employee's contribution to a maximum of \$3000 per calendar year.
- Example:
  - Employee contributes \$12,000; CHCA contributes \$3000 (25%)
  - Employee contributes \$15,000; CHCA still contributes \$3000 (max)

**Open Access Investing**  
[www.openaccessltd.com](http://www.openaccessltd.com)

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**Questions?**

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