

# Welcome to



## CANADIAN HEALTH CARE AGENCY

EXPERIENCE THE NORTH



### Module 1

*Artwork from Sandy Lake First Nation, Ontario*

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#### Overview of Primary RPN Orientation (20-25 hours)

- 3 days online classroom training (scheduled live)
- 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

#### 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 RPN Training Program

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

- 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

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**Giovanni Garay**  
**General Manager**

- Business Process Improvement
- Team Member engagement
- Business development

[Giovanni@chc-a.ca](mailto:Giovanni@chc-a.ca)

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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 Himmelman**  
**Director of Administration**


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

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



**Erika Liban, NP**  
[Erika@chc-a.ca](mailto:Erika@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
- Preparation of Company Financial Information
- Tax forms (T2200)

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

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

Ext. 103

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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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- Recruitment
- Interviewing
- Scheduling Orientation
- WSIB (injury reporting)
- Group Benefits
- Health/ RRSP/ TFSA
- Employee Letters

**Katy Galloway**  
**Human Resources/ Recruiting**

[katy@chc-a.ca](mailto:katy@chc-a.ca)  
Ext. 114

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- Timesheet Processing
- Payroll
- Reimbursements
- Client Invoices

**Jannette Umana &  
Rafia Zain Peracha**  
**Accounting Coordinators**


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



Tasha Vengrzhnovski  
on maternity leave

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

**Raquel Tavares**  
**Office Administration**



[Trish@chc-a.ca](mailto:Trish@chc-a.ca)  
**Trish Gaunt**  
**General Office Admin**



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

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**Preparing for the North**

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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 designate this task to another colleague who is also familiar with the operations and functions of the health centre.

Agency Nurse: \_\_\_\_\_ Community: \_\_\_\_\_ Date: \_\_\_\_\_

Checkmark Orientation Topic/ Area		NIC Initials	RN Initials
<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"/> Operational/ 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 (Vaccuum/ 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"/> Charting 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 lockkeys <input type="checkbox"/> Location of Narcotic Record <input type="checkbox"/> Narcotic Count done immediately prior to departure from community.			

485 Pinelawn Road, #203, Cambridge, ON, N1T 6A6, Tel: 519-651-0065; Fax: 1-888-439-2979  
www.chca.ca

- 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.

## Health Centre Orientation checklist

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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.



**CANADIAN HEALTH CARE AGENCY**  
*experience the north*

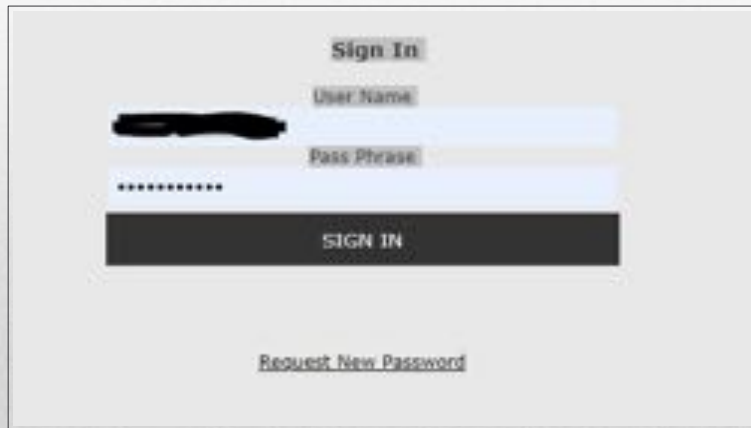
## Online Scheduling System

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To log in to the new scheduling system:

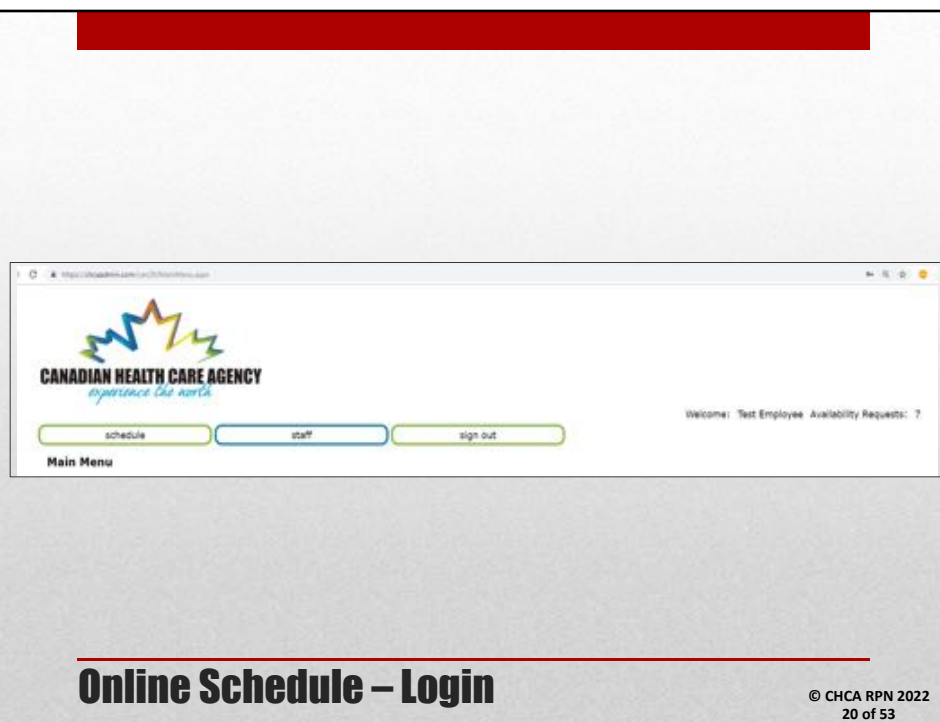
- type <https://chcaadmin.com/can20/Login.aspx> to your internet browser.
- You will be prompted to the screen pictured below.
- Enter your username & password to sign into the scheduling system.  
(Username and Password provided via email)



## Online Schedule – Login and Setup

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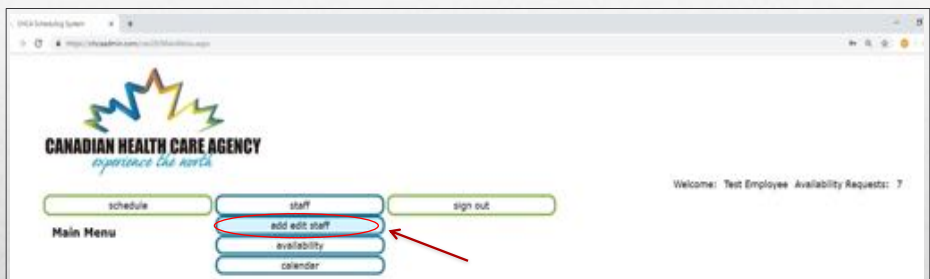


## Online Schedule – Login

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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.

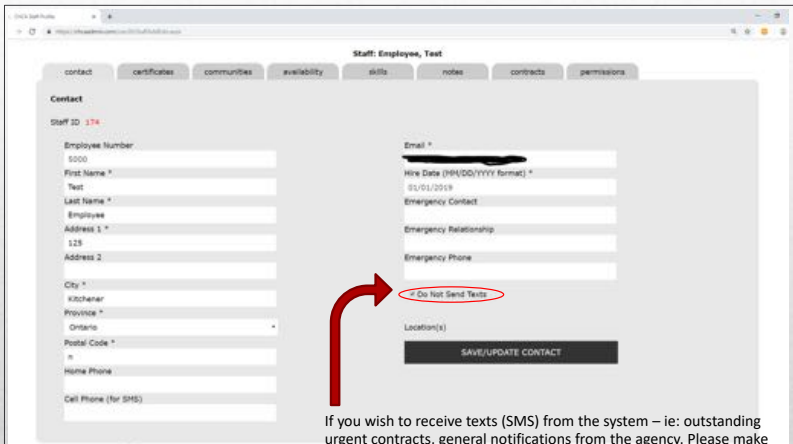


Online Schedule – Setup

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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.



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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schedule

staff

sign out

Welcome: Test Employee Availability Requests: 7

Add Edit Staff Profile

Staff: Employee, Test

contact

certificates

communities

availability

skills

notes

contracts

permissions

Permissions

Update Password

The new password will take effect on the next sign in.

Current Password:

New Password:

Re-Enter Password:

UPDATE PASSWORD

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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schedule

staff

sign out

Welcome: Test Employee Availability Requests: 7

Main Menu

add new staff

availability

calendar

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  
experience the north

Welcome: Test Employee Availability Requests: 7

Availability

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

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  
experience the north

Welcome: Test Employee Availability Requests: 7

Availability

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

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

schedule

staff

sign out

Availability

Set Your Availability

Test Employee

Dates are Inclusive

Start Date

End Date

Status

Select...

Notes

See availability/status request saved

SAVE AVAILABILITY

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

Original message

From: Canadian Health Care Agency <nonephd@chccadmn.com>

Date: 2023-08-31 1:32 p.m. (GMT-05:00)

To: [REDACTED]

Subject: CHCA Availability Request Approval

Dear Test Employee,

Your schedule request has been processed and the schedule has been updated.

Please log into your account to confirm your calendar has been updated with your availability/vacation dates.

Thanks,

Canadian Health Care Agency  
Phone: (519) 651-0005 ext 110  
Toll free: 1-866-502-2422 ext 110  
Fax: 1-888-439-2979

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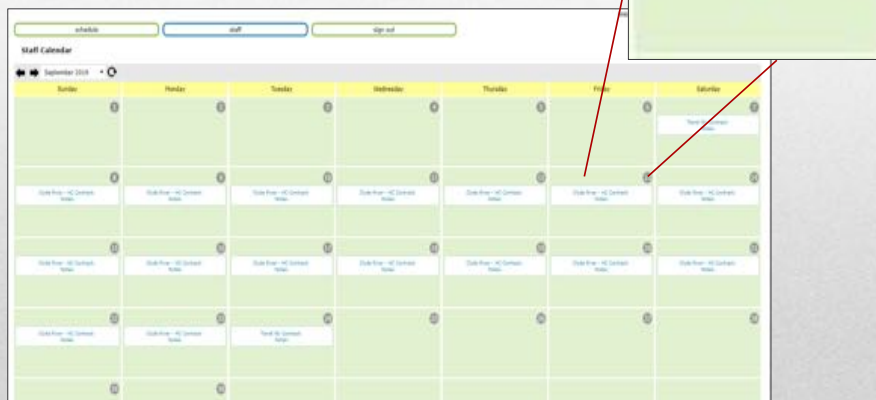
- Once we submit your name for a contract you will have visibility to the community submitted and the status (there is a legend at the end of this guide with the community short names used).
- Regular needs take approx. 3-5 business days to be confirmed.
- Your schedule will be adjusted once it is confirmed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



**KEEP CALM  
AND LET THE  
PAYROLL TEAM  
HANDLE IT!**

**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**

**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, which outlines the Professional Scope of Practice of the RPN.


**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 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.


Indigenous Services Canada
Services aux Autochtones Canada

**Considerations for Agency-Contracted RPNs in Nursing Stations and Health Centres with Treatment in Ontario Region**

The purpose of this document is to highlight some of the key points from College of Nurses of Ontario and Indigenous Services Canada policy related to Registered Practical Nurse (RPN) scope of practice and how agency-contracted RPNs can be part of the team in Nursing Stations and Health Centres with Treatment. The target audience of this document are Nursing Managers (NM), Nurse in Charge (NIC), Registered Nurses (RN), Nurse Practitioners (NP), as well as Nursing Agencies (Agencies) and the contracted RPNs who will be fulfilling this role.

While the College of Nurses of Ontario (CNO) authorizes nurses to perform a breadth of activities, individual nurses have varied knowledge, skills, abilities and experience. It is therefore critical for each nurses to review their competence related to activities that they are considering. The four standard statements are:

1. Nurses must consider each situation to determine if the performance of the procedure promotes safe client care, and if it is appropriate for a nurse to perform the procedure.
2. Nurses ensure that they have the appropriate authority before performing procedures.
3. Nurses ensure that they are competent in both the cognitive and technical aspects of a procedure prior to performing it.

# Scope of Practice

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- Immunization (certification required). This may include routine immunization series as well as influenza clinics;
- Well Baby visits as per FNIHB-OR Policy: *Monitoring Growth and Development in Children* (must complete training and must have a clear mechanism for referral in place [to RN, NP, MD or community programs] if issues are identified);
- Prenatal classes;
- Dispense and provide education on harm reduction supplies including naloxone;
- Communicable Disease (CD) Management/Contact Tracing with support CD team/CHN;
- Chronic disease follow up, with care directed by the authorized provider. This may include health teaching, diabetic foot exams, assistance with booking retinopathy screening, specimen collection, support with using glucometer, teaching around insulin injection. Specific tasks depend on community needs and the knowledge, skill and experience of the individual RPN;
- Working in collaboration with the NP in a chronic disease/health promotion and protection program (e.g. chronic disease monitoring, cancer screening tracking and education);
- Suboxone/ Kadian/ TB Meds direct observed therapy (DOT);
- Could be certified to give Sublocade
- COVID-19: Education and follow up with stable clients (needs clear relationship with RN that can take over if client decompensating); community wide education; working in COVID testing centre.
- School age education and wellness programs
- Elders visit's with the Community Health Representative (CHR)
- health education on a wide variety of topics for stable clients

# Scope of Practice - Examples

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Other activities that the RPN could participate in that would be helpful in making primary care and acute care activities run smoothly include:

- Would care for stable clients (will need orders for packing/debriding and a clear referral plan in place should client decompensate/become unstable)
- Phlebotomy (with training/experience)
- Monitor **stable** clients awaiting medevac (i.e. shoulder dislocation with stable vitals; suicidal ideation in a patient who will be voluntarily admitted). An RN must be immediately available to step in if client condition changes
- Physician/NP clinic & processing of MD orders
- Monitoring of MD/NP incoming faxes (or EMR messages in Moose Factory Zone) and streaming/executing orders appropriately.
- Inventory Management including: counting inventory and completion of stores order for submission to NIC; Pharmacy inventory and completion of order for submission to NIC; Narcotic Count; Vaccine inventory and ordering; shelving supplies as they arrive; Filling PPE carts and completing PPE weekly inventory; set-up/stocking of exam rooms
- Quality Assurance for POCT (e.g. hemocue, glucometer, istat with training)
- IV starts
- Monitor stable clients receiving infusions e.g. Iron transfusion, daily IV meds
- Clinical technician (do ECGs, vital signs, chronic labs etc.)
- Assist with charting/runner in code blue situation
- In an emergency CPR & AED use are within the scope of an RPN
- Third on call/participation in an after hours emergency (RN retains primary management and accountability for patients).

## Scope of Practice - Examples

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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 \_\_\_\_\_

J1106422

# Confidentiality Form

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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: ENHIB 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 [redacted] 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 \_\_\_\_\_

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## 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 (CHC-A) believes that all employees should be treated fairly. CHC-A'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.

[illegible]

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

## Employment Equity Questionnaire

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- 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.

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**CHCA HEALTH CARE AGENCY**  
COMMUNITY HOUR RATE

Tollfree: 1-866-902-2422  
Fax: 1-888-439-2979

**NOTE: PLEASE SUBMIT TIME SHEETS BY NOON EVERY MONDAY**

**INSTRUCTIONS:**  
We ask you to send copy of Signed Record to:  
Nurse Referral Coordination Unit  
Fax Number: 613-912-4622  
Original Signed Record to be kept by the Coordinator.

Remember to write your first and last name, and community ONLY ONE COMMUNITY HOUR RATE SHEET

Employee: CANADIAN HEALTH CARE AGENCY LTD.  
Contractor: Jane Smith, RN  
Community Location: Webquap, ON  
TA # 123456 PO# 123456

Complete date: YYYYMM-DD

These are ONLY clock hours. It should add up to 8.0 or 8.5 depending on the community. DO NOT FILL IN THE TOTAL. Total work day is no more than 7.0 hrs.

Day	Date	Regular Hours		Total	Standby Hours		Total	1st / 2nd / 3rd		Total	Authorized Overtime Hours		Total	Additional Info
		Start	End		Start	End		Start	End		Start	End		
Sun	2015-08-15													
Mon	2015-08-16	08:30	17:00					17:00	17:30					TA and PO's will be provided to you along with travel document in your contract. You MUST include this info on your timesheets.
Tue	2015-08-17	08:30	17:00					12:00	12:30					Any additional comments eg community change, and holiday etc.
Wed	2015-08-18	08:30	17:00		17:00	24:00	1st							
Thurs	2015-08-19	08:30	17:00		0:00	08:30	1st							
Fri	2015-08-20	08:30	17:00		0:00	24:00	2nd							
Sat	2015-08-21				17:00	24:00	2nd							
		Total Hours			Total Hours			Total Hours			Total Hours			

Standby Hours: pre-clinic on top, post-clinic below. Daily standby hours break and restart at midnight.

Note 1st, 2nd or 3rd on call

Authorized Overtime Hours - this means anything outside regular standby hours (e.g. extended clinic, working over lunch or break, flu clinic. An OT Authorization form MUST be attached.

Travel Time while in Transit (Change of Location, Medical Execution)

Day	Start	End	Comments
SAT	16:30	15:30	Webquap to Y Bay
SAT	17:00	19:00	Y Bay to Toronto

Travel times must be according to right driving. If there is any difference, you must include the reason for the delay in comments.

All timesheets must be signed by the NAC. Comments on the sheet must have NAC's initials.

**Summary of Hours:**

Regular hrs	Standby hrs	Authorized OT hrs	Call Back hrs (from other)	Stat. Holiday - Standby hrs	Stat. Holiday - Call Back hrs	Travel Time While in Transit	Total hours


For CHCA Office Use ONLY

NAC Name (Print): \_\_\_\_\_  
NAC Signature: \_\_\_\_\_

# Timesheets (Regular Hours)

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## Timesheets (Overtime Hours)

  
**CANADIAN HEALTH CARE AGENCY**  
Excellence in the North

Tollfree: 1-866-555-2422  
 Fax: 1-888-439-2979  
 NOTE: PLEASE SUBMIT TIMESHEETS BY NOON EVERY MONDAY

**INSTRUCTIONS**  
 Indigenous Services Canada NIC to send copy of signed Record to: **Nurse Relief Coordination Unit**  
 Fax Number: (613) 952-4622  
 Original Signed Record to be kept by the Contractor.

TAP: 123456  
 Contractor: CHCA

POP: 123456

To avoid PO's you will be provided for you when your Record Approves and is valid. This Record must stay in this file at your time expiry.

**RECORD OF CALL BACK**

Contract Nurse: Jane Smith, RN
Community: Wabigoon, ON

**\*Complete ONE Record of Call Back PER Week (Sunday to Saturday)\***

Day	Date	Time	Reason for Call Back	Total Hours	NIC Name (Print)	NIC Initials
Wednesday	2015-08-11	In: 17:45 Out: 18:00	Telephone call - child with a fever (over 38°C), will need 1 hr. observation	0.25		
Wednesday	2015-08-11	In: 20:30 Out: 22:00	Wagging	1.5		
Friday	2015-08-13	In: 18:00 Out: 23:30	(no appointments for weekend)	4.5		
		In:				
		Out:				
		In:				
		Out:				
		In:				
		Out:				
		In:				
		Out:				
<b>Total Hours</b>						

Week Ending: \_\_\_\_\_
NIC Name: \_\_\_\_\_
Signature: \_\_\_\_\_

To avoid PO's you will be provided for you when your Record Approves and is valid. This Record must stay in this file at your time expiry.

A brief description of the nature of the call-back, especially noting whether there was a problem.

Though conditions in call or 1 hour blocks, these times are indicated in the file. Leave the total time for project to complete.

Remember to write the exact ending date.

All times shown MUST be signed and validated upon initiation by the NIC to avoid any time loss.

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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.

## 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.



CANADIAN HEALTH CARE AGENCY  
EXPERIENCE THE NORTH

**NURSE REFERRAL FORM**

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.

Please complete this section:

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

I was referred to The Canadian Health Care Agency by: \_\_\_\_\_

New Nurse's signature: \_\_\_\_\_

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

Please return this form by fax to 1-800-439-2979 or by email to [jfo@chca.ca](mailto:jfo@chca.ca)

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**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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work. health. life.



**My EAP**  
Morneau Shepell Inc.

OPEN




**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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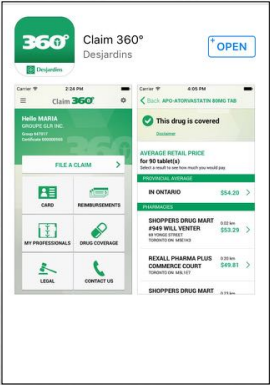
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**Desjardins Insurance**

**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 Orthopedic 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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## Sun Life


**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.
- Can be divided between RRSP and TFSA

**Sun Life**  
[mySunlife.ca](http://mySunlife.ca)

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**Questions?**

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