

GARDEN RIVER

ALBERTA, CANADA

Orientation Guide

First Nations and Inuit Health Branch Health Canada

2017



Orientation Guide for Health Care Workers in Garden River, 2017, created by Yasemin Morais and Ran (Rina) Huo.

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WELCOME

We are very pleased to have you joining us in the community of Garden River. To embark on this new adventure, we have designed this orientation guide to help you prepare for your stay in Garden River. Working in a rural community healthcare setting may present unique challenges. The purpose of this orientation guide is to reassure you that this experience will be one to remember. The guide provides a breakdown of important items such as pre-departure preparations, life in the community, and important contact information. We hope you find the information in this handbook useful, and that it helps you to better adjust to your new position in Garden River.

We wish you all the best and are very glad to have you onboard.

FNIHB Nursing Team

LOCATION

There are three communities in Little Red River Cree Nation of Northern Alberta: Fox Lake, John D'Or Prairie, and Garden River.

Garden River is Located in the Wood Buffalo National Park, on the north shore of Peace River.

Demographic

- 675 residents, including Cree and Transients (ex. teachers)
- Religion: Catholic
- Language: English and Cree



CULTURAL COMPETENCY

The Cree are the largest and most widely distributed Indigenous population in Canada. Their origins date back thousands of years. There are many groups of Cree across Canada. Plains Cree live here in Alberta and speak the Plains Cree dialect. The Cree population is blended with different tribes, including Anishinabe, Ojibwa, and Métis.

“[...] Cultural safety seeks to overcome situations wherein people from one cultural group feel demeaned, disempowered, or ‘unsafe’ as a consequence of the actions of a more dominative group from another culture. [...] Culture is a complex, dynamic, political, historical, and relational process that shifts over time and one that has significantly been influenced by our social, professional, and gendered location. Cultural safety is not about ethnocultural differences, customs, and practices. Rather cultural safety calls us to view our way of providing nursing care through a lens of critical consciousness and to question the inherent power differentials in the health care systems we learn and work in.”

----- National Inuit Youth Suicide Prevention Strategy

In 1640, the first contact between Cree peoples and Europeans was established. By the 1880s, the Cree were forced onto reserves as a result of disease, over hunting and destruction of bison (a traditional meat source), and government policies that willfully held rations and resources from the Cree peoples. For several decades, traditional cultural practices were outlawed, but many of them have survived, such as sun dances, powwows, and sweat lodges. In the past the Cree people followed seasonal animal migrations, and today hunting is still an important part of the Cree way of life. The Cree worldview sees a balance between people and nature, with Manitou as the Creator of the Earth.

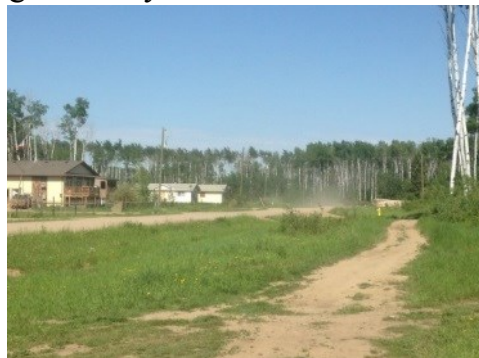


CLOTHING

Please bring your own clothing and personal items for work and leisure. There is no shopping mall in Garden River. If you are returning soon, bring a plastic storage bin so you don't have to bring certain things back again.

Things to Bring

- Jeans, T-Shirts, long sleeve shirts and hoodies.
- Nursing uniforms (scrubs) are not mandatory but are recommended.
- Bring indoor shoes to the nursing station, because Garden River has three seasons: dirt, mud, and snow.
- Closed-toed shoes are better options than sandals due to the rain and mud.
- Bring laundry detergent.



Spring/Summer:

- Rain jacket and rubber boots for rainy weather--- the roads can be VERY muddy!!
- Bug spray!!

Fall/Winter:

- Warm winter jacket, boots, toque and gloves
- Can get to -40 °C for a few days during winter so hand/foot warmers may be a good idea.

FOOD

Food is not provided. Please bring your own supply of food for the length of time you are staying at Garden River. Collapsible food containers are advised for transportation. Bring food in a cooler – its size depends on your length of stay. Please be mindful of the total luggage weight limit (usually 46 kg). Use frozen meat as ice packs to save space.

Use your fresh produce first as it has a shorter shelf life than frozen produce.

Making a meal plan for yourself will give you a sense of the type and amount of food you should pack. Some people bring precooked/frozen entrees. Bring any items essential to you (ex. coffee and cream). Have grab and go food for the travel days in case the trip takes longer than expected. Bring a personal travel mug or water bottle.

Water is potable (tested weekly), but the tap water has a different taste—similar to well water. Boiling or using a filter works well for getting rid of the taste; however, it is not necessary to boil the water unless there is an advisory. The bottled water in the units is for boil advisory only.

Appliances Available:

- Refrigerator and freezer
- Oven (with burners) and microwave
- Dishwasher

Other Food Options:

- A store is in community, and another trailer selling snacks (see next page).
- Please ensure any food items (condiments included) are names and labeled. Anything you are not willing to share, please put in your plastic bin.
- Potlucks with coworkers

Suggested food to bring



Fruits and Vegetables

- kale, celery, orange pepper, tomatoes, onions
- apples, lemons, oranges, etc.
- juices and/or frozen fruits and vegetables, dried fruits



Grain

- rice, noodles, flour
- bread, cereal, oatmeal



Milk and alternatives

- milk, soy milk, yogurt
- cream, cheese



Meat and alternatives

- chicken, tuna, fish
- eggs, beans



Other

- coffee, tea
- oil, peanut butter, jam
- condiments (some may be available from previous tenants)
- canned and dried soup
- trail mix



Store

- Limited fruits

NEW STORE HOURS

12:00 PM – 12:00 AM

SUNDAY – SATURDAY
ALL WEEK!!



Trailer

- Snack shop
- No fresh produce

Both the store and snack shop take debit card or cash only

RESIDENCE

When you arrive:

- ✓ Pick up your resident package and keys from the nursing station, along with a guide booklet. This package will include the policy, inventory lists, Wi-Fi password and phone instructions. Please sign your name in the package.
- ✓ Clean bed linens and pillow case are in each unit, the closet of each bedroom.

When you leave:

The unit package should have a checklist for how to leave the unit, but if not, here are some guidelines to leaving your unit clean for the next tenant.

Tip: bring a sleeping bag or your own sheets so you don't have to wash bedding on Monday morning before your shift.

Sunday Night Checklist:

- ✓ Make sure dishes and laundry are clean and put away
- ✓ Vacuum carpets
- ✓ Sweep floors
- ✓ Wipe down all surfaces (kitchen counters, stovetop, tables, bathroom counter and sink)
- ✓ Make sure dresser and bathroom mirrors are clean
- ✓ Put away items you want to store in a plastic storage bin
- ✓ Replenish toilet paper (found in the nursing station)

Monday Morning Checklist:

- ✓ Take out garbage
- ✓ Wash and put away breakfast dishes
- ✓ Empty fridge of perishable food, or label food if you are coming back before it expires
- ✓ Walk around and double check cleaning job from night before
- ✓ Bring snacks for the afternoon
- ✓ Leave the unit in better condition than you found it!



Single housing for Health Canada employees

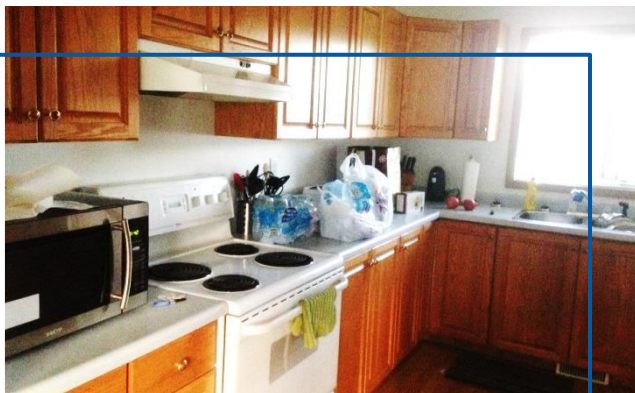
Bungalow style duplexes

All residence units are smoke-free

24/7 security officer available

Laundry inside the house

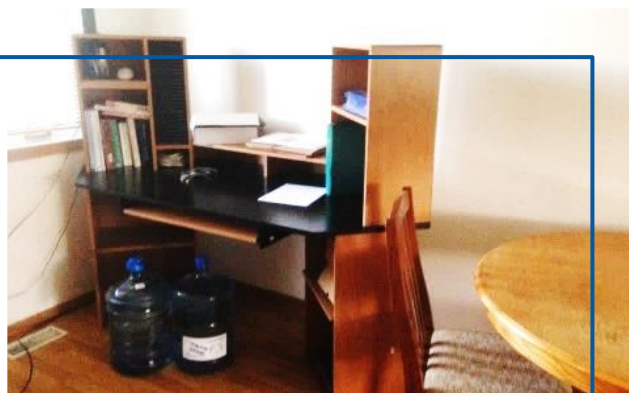
Walk out backyard



Kitchen



Living Room



Bureau

Room features/ inventory list

**Bedroom**

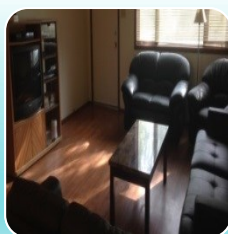
- Standard queen-size bed with bed pillows
- Sheets, pillowcases, and quilt/blanket (may also be in a closet or the laundry room)
- mattress covers
- Dresser, lamp, nightstand, clock
- Closet, iron with ironing board, clothes hangers

**Bathroom**

- Shower curtain
- Toilet paper (if you run out, more is available in the nursing station)
- Towels, small and large (may also be in a closet or the laundry room)
- Bath mat
- Hand soap

**Kitchen**

- Cutlery, pots and pans
- Dishes (plates, bowls, cups, glasses etc.)
- Cooking utensils (e.g. spatula, cooking knives, cutting board)
- Stove and oven, dishwasher, fridge and freezer
- Kettle, toaster, microwave, blender
- Dish soap and sponges, tea towels (may also be in a closet or the laundry room)

**Living room**

- Sofa, telephone, television, stereo, DVD players
- Table, desk chair
- Lamp

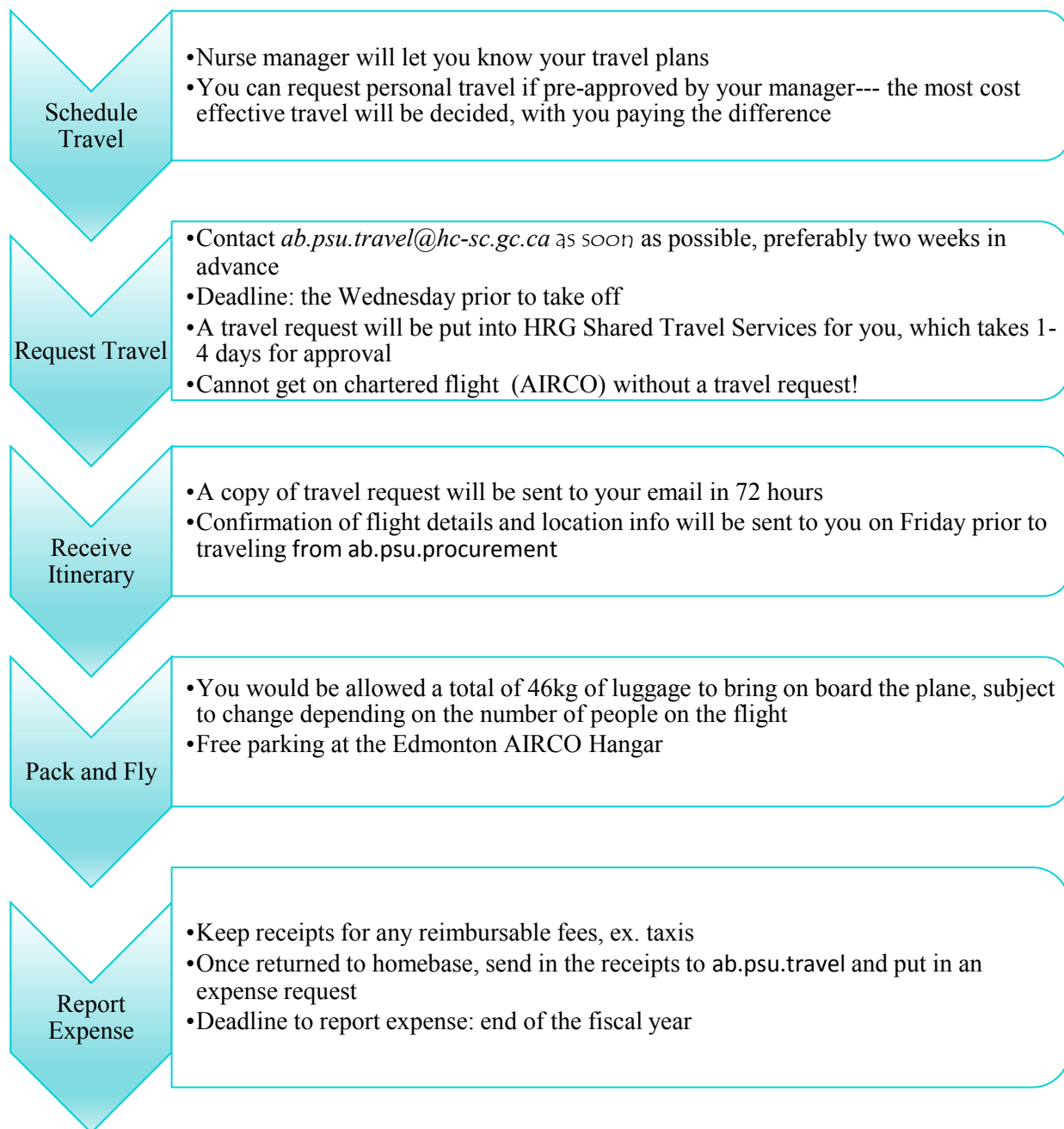
**Other**

- Washer, dryer, cleaning supplies (sprays, cloths, paper towel, etc)
- Bottled water (for emergencies)
- Vacuum cleaner, iron and ironing board
- Fire extinguisher
- Exercise equipment is in some units

TRAVEL

There will be a very detailed presentation on the traveling procedures during On-Boarding Orientation Week, below is a summary of key information.

Procedures for Travel



Travel Request Form

Program Support Unit, FNIHB – ALBERTA Region

☐ I will abide by official Treasury Board travel policy.Travel type: ☐ Day Trip ☐ Overnight**Important:**

- All travel requests must be submitted on this form. Incomplete forms will be returned.
- Traveller is responsible for booking own accommodation.
- If you are attending a meeting, conference or similar type of event, include the event Agenda and ADM approval in your submission.
- If you are requesting flight arrangements, record flight carrier/date/time in the Departure/Return sections.
- To expedite processing, attach all relevant approval documents and background information.
- Email completed form and all receipts to **HCPSUTravel_FNIHB_AB-PSUVoyages_DGSPNI_AB SC/GEN/HC-SC/GC/CA**, with "ER/Name/Destination Name/Travel Date(s)" in the subject line.

Trip Category:		Trip Purpose:		Rationale for not using virtual presence:	
Rational Other Specify:		Event Name:		Event Date:	Event Location:
Traveller:		TIN:	Date of Travel:		
Destination:		Departure Time from Home/Office:		Mode of travel:	
Fleet Vehicle Booked: <input type="radio"/> yes <input type="radio"/> no	Cost Centre:	Function Area Code:	Cost Centre Manager:	Program:	
Is this travel for Program Delivery: <input type="radio"/> yes <input type="radio"/> no		Transport to airport: <input type="radio"/> taxi <input type="radio"/> private motor vehicle		Home Address:	
Are you travelling with another FNIHB employee: <input type="radio"/> yes <input type="radio"/> no		If yes, who:			
Accommodations: <input type="radio"/> Nursing Station <input type="radio"/> Other (please specify)			Confirmation #:		Accommodation rate:
Is the accommodation at the same location as the conference/event? <input checked="" type="radio"/> yes <input type="radio"/> no			If not, why:		
Departure 1st leg	Departure	Airline	Flight #	Date	Time
	Arrival	Airline	Flight #	Date	Time
Departure 2nd leg	Departure	Airline	Flight #	Date	Time
	Arrival	Airline	Flight #	Date	Time
Comments:					
Return 1st leg	Departure	Airline	Flight #	Date	Time
	Arrival	Airline	Flight #	Date	Time
Return 2nd leg	Departure	Airline	Flight #	Date	Time
	Arrival	Airline	Flight #	Date	Time
Comments:					
Admin Use Only:					
Date Recd	Date sent for Manager approval	<input type="checkbox"/> AMU #	<input type="checkbox"/> Flights booked	<input type="checkbox"/> Itinerary saved to L: drive	<input type="checkbox"/> Itinerary sent to traveller

Tip:

Submit your *Expense Report* soon after travel to expedite payment.

Travel Expense Form

Program Support Unit, FNIHB – ALBERTA Region

☐ I certify that the amounts included in this claim were incurred on authorized government business travel.

Signature of Traveller: _____

IMPORTANT

- Use this form for all Travel Expense claim requests. Incomplete forms will be returned.
- Reimbursement with submission of receipts only. All details, including flight departure and return times must be the same as the original travel request or provide an explanation as to why a difference exists.
- Email completed form and all receipts to **HC PSUTravel_FNIHB_AB-PSUVoyages_DGSPNI_AB SC/GEN/HC-SC/GC/CA**, with **“ER/Name/Destination Name/Travel Date(s)”** in the subject line.

Traveller:		Destination:		Departure Date:		Return Date:	
Mode of travel:				Purpose of Travel:			
Departure	Departure	Date	Time	Return	Departure	Date	Time
	Arrival	Date	Time		Arrival	Date	Time
Comments:							
Calculations							
Section A - Circle what is being claimed						Section B	
Date:	Breakfast	Lunch	Dinner	Incidentals		Taxi (original receipts required)	\$
Date:	Breakfast	Lunch	Dinner	Incidentals		Accommodations (original receipts required)	\$
Date:	Breakfast	Lunch	Dinner	Incidentals		Private Accommodations	\$
Date:	Breakfast	Lunch	Dinner	Incidentals		Parking (original receipts required)	\$
Date:	Breakfast	Lunch	Dinner	Incidentals		Other expenses (original receipts required)	\$
						Section B Total	\$
Section C							
Private Motor Vehicle Mileage (km x rate)		\$		Grand Total (Section A + Section B + Section C totals)			\$
Car Rental (day(s) x rate)		\$		Departing Address for mileage calculation (E.g. Name of Town/City to Edmonton International Airport) Additional Comments:			
Dependent Care (day(s) x rate)		\$					
Excess Baggage (if approved)		\$					
Section C		\$					

FLIGHT

AIRCO Hangar Address:

3620 60 Ave. East Edmonton International Airport, Nisku, AB T9E 0V4 780-890-7780

Please see [Appendix 1](#) for instructions on how to get to Airco

Please arrive before 9:30am at the airport

Flight time depends on the flight schedule and the weather

The flight may not land due to air strip condition, travel plan is flexible

One way flight time: approx. 2 hours

The usual plane has 9 seats

No bathroom onboard , please be prepared in the Hangar

Drinks and snacks provided

At least one vehicle has to stay until the plane takes off to return to Edmonton



COMMUNICATION

		Availability	
Telephone		Yes	There are landline phones in the nursing unit No international call Detailed instructions in nursing resident package
Cellphone	Call and text	No	Cellphone signal does not reach Garden River
Internet	Imessage, WhatsUp, WeChat, Kakaotalk, etc.	Yes	The nursing units and station are covered with free Wi-Fi Password in the nursing resident package
Television		Yes	Provided inside the nursing units (Bell satellite)
Radio		Yes	Radio signal available but limited



Nursing Station Wi-Fi

Username: Garden River HC 5 GHz

Password: ask Nurse in Charge

Residence Wi-Fi
information is available
in the residence
packages.

TRAINING

Validity (year)	Mandatory course	Recommended course
Only once	IV therapy	Advanced Pathophysiology (Athabasca University – online)
	Phlebotomy	Pharmacotherapeutics (Athabasca University – online)
		Advanced Health Assessment (Athabasca University – online)
1	Cardiopulmonary resuscitation (CPR)	
2	Advanced Cardiac Life Support (ACLS)	
(For primary care and on call nurses only)	Paediatric Advanced Life Support (PALS)	
	International Trauma Life Support (ITLS)	
	Controlled Substances (University of Ottawa - online)	
3	Immunization Provider Course	
	Transportation of Dangerous Goods (TDG)	
	Workplace Hazardous Materials Information System (WHMIS)	
Onboarding	<ul style="list-style-type: none"> • Who We Work For • Ethics • Privacy/CARNA 	

WORK

Nursing Station Hours

Date	Time
Monday	Closed for Emergencies Only
Tuesday – Friday	0830 – 1700
Saturday – Sunday	Closed

- Walk-ins accepted during clinic hours
- Appointments are encouraged and given preference
- The two treatment nurses and the NIC offer primary care and public health services.
- Physician visits once a month from Fort Vermillion if the plane is able to land on the airstrip
- Emergency services come from High Level or Fort Vermillion when called.



Clinic shifts are from 0830-1700, after hours are reserved for emergencies

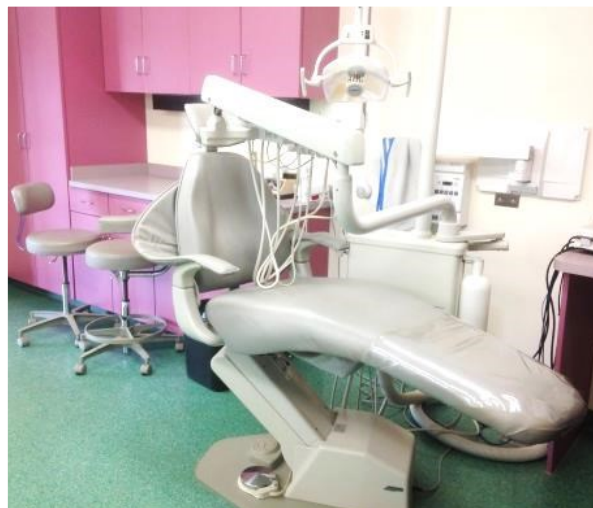


(One emergency bed)

Emergency Room



Pharmacy



(Dentist visits once a month)

Dental Room

Working as a Team

- Oversee the staffing and policies
- Communicate with the regional office
- Make weekly schedule
- Promote a co-operative environment

Nurse in Charge

- Work closely with the Homecare unit on prenatal, postnatal, high risk babies, and chronic patients
- Monitor water quality
- Translation and community outreach

Community Health Representative (CHR)

- Support programs for pregnant mothers and FASD patients
- Provide medical, life, and financial budgeting assistance through home visits and phone calls
- Nurses make referrals for patients at risk or diagnosed with FASD

FASD Advocate

- Follow the development of high risk children 0-6 years old
- Collaborate with Prenatal unit to provide birthing options, screening, assessments, and case management

Maternal Child Health

- Pay home visits to monitor and follow up with chronic patients and those requiring transportation to nursing station

Home Care

- Crisis management and support
- Nurses make referrals for patients at risk when offering primary care

Counseling

- Perform vaccinations and screening
- Follow up with high risk babies on the waitlist of Maternal Child Health
- Check ups for post partum and newborn babies.

Public Health

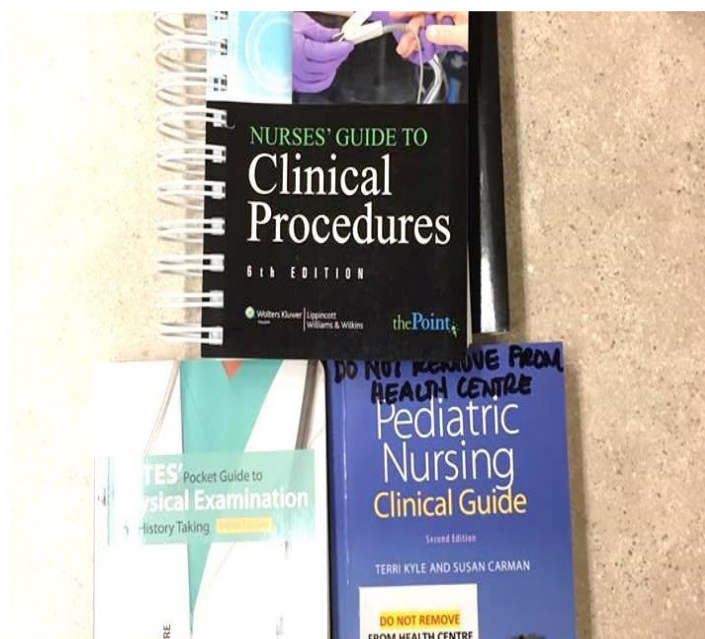
- If nurses are busy, telecommunicate with a pharmacist to verify the prepared prescription
- Do drug count occasionally and maintain a sufficient stock

Pharmacy



ON CALL

- Weekday shifts are flexible, usually from 17:00-0830
- First on call is primary nurse, second on call is backup
- Weekends are two 24 hour shifts
- During an on call shift, you have to stay at home with the landline because there is no cell service.



Resource books that can be found in pharmacy on bookshelf by the computer desk



RECREATION

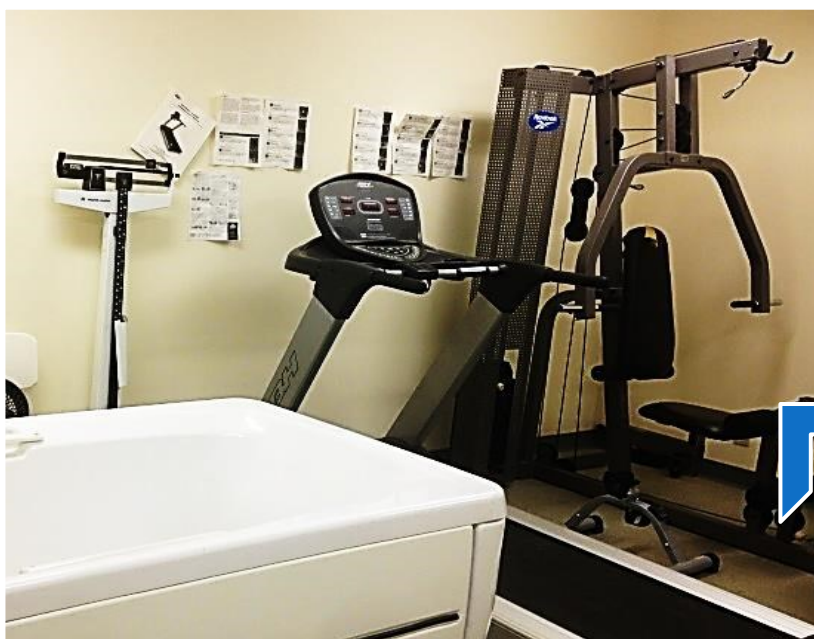


Hiking

Trails in the woods and
along riverside.

Beaware of mosquitoes

Do not walk alone if
possible



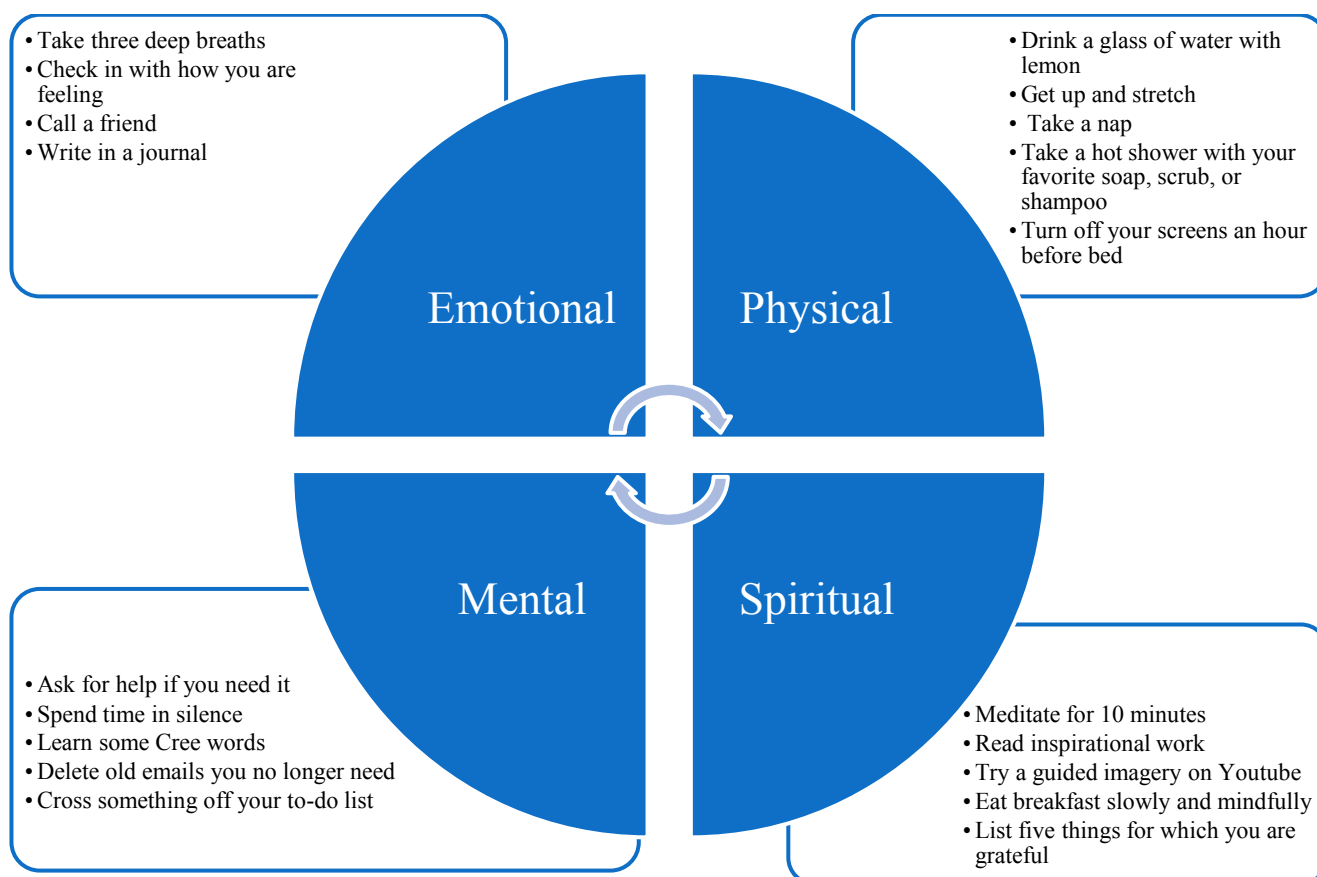
Gym

in Nursing Station
-treadmill and weight
machine, 24/7 access

SELF-CARE

Self-care is essential to nursing. If nurses don't take care of themselves first, they will be less able to provide compassionate care to their patients. Make sure to prioritize self-care by using these strategies:

- Exercising regularly - take advantage of the exercise equipment available!
- Eating healthy foods- making a meal plan is a great way to have healthy meals ready.
- Getting enough sleep to be rested for shifts
- Bringing personal activities to enjoy in your free time- remember that when you are on call you will have to stay home where you have access to the phone.



"I can take better care of others, because I take care of myself."

POLICY

Staffing Rotation/Changeover

- The staffing rotation is Monday to Monday. Even if you are not scheduled for on call during the weekend, you are expected to stay in Garden River until Monday. If you must leave Garden River for a personal emergency, please talk to the nurse in charge (NIC) to coordinate.

Overtime

- Please submit your overtime (EDP – Extra Duty Pay) into PHOENIX at the end of your rotation. First scan to your email, add a subject line, and then cc to Donalda Stanley. Be sure to include your EDP's time frame.

Holidays

- Clinic is closed on STAT holidays; however, there will be a nurse on call. Priority for vacation time is dependent on whether or not you worked the previous year. Priority will be given to those who worked the previous year.

Dress code

- No strict dress code, but please dress professionally.

Visitors

- Visitors cannot be accommodated on the chartered flights; however visitors are welcome to drive to the communities. Please notify the NIC of any visitors.

Pet

- Pets are not allowed in the nursing units.

FREQUENTLY ASKED QUESTIONS

Q. Will I ever be working by myself without another registered nurse or nurse in charge?

A. You will not be working alone in the clinic. When on call, there is always a second nurse on call.

Q. I am a registered nurse working casual, would I receive an orientation?

A. Yes, and for each community as well.

Q. What kind of charting will nurses do?

A. Paper charting for primary care; public health does both electronic and paper charting.

Q. Do nurses do low-risk deliveries?

A. Yes, it has happened; however the prenatal patients are generally out for confinement (OFC) 2-3 weeks before delivery. Paramedics are always available.

Q. Do nurses perform labs?

A. Yes lab work is done as ordered (refer to mandatory education/training).

Q: Is there postal service?

A: Yes. Post office is inside the Store.

Appendix 1. Driving Directions

There are two ways of reaching Airco when heading South on Highway 2.

Route One:

Due to high traffic congestion, this route should be avoided on weekdays between 7:30am and 9:30am, but is otherwise easier.

1. If heading South, exit onto Hwy 19/625 (Exit 525) and stay to the right



then



2. Immediately upon entering onto the Hwy you will have to get into the left lane and turn left onto 36 St.



3. Follow this Rd for about 1 km to 60 Ave E. Go Right. Airco will be on your Right hand side.



Route

Take the main Airport exit



Stay right toward the main terminal



On Airport Rd, go Right at the first traffic light.



At the stop sign, go left onto 45 Ave.



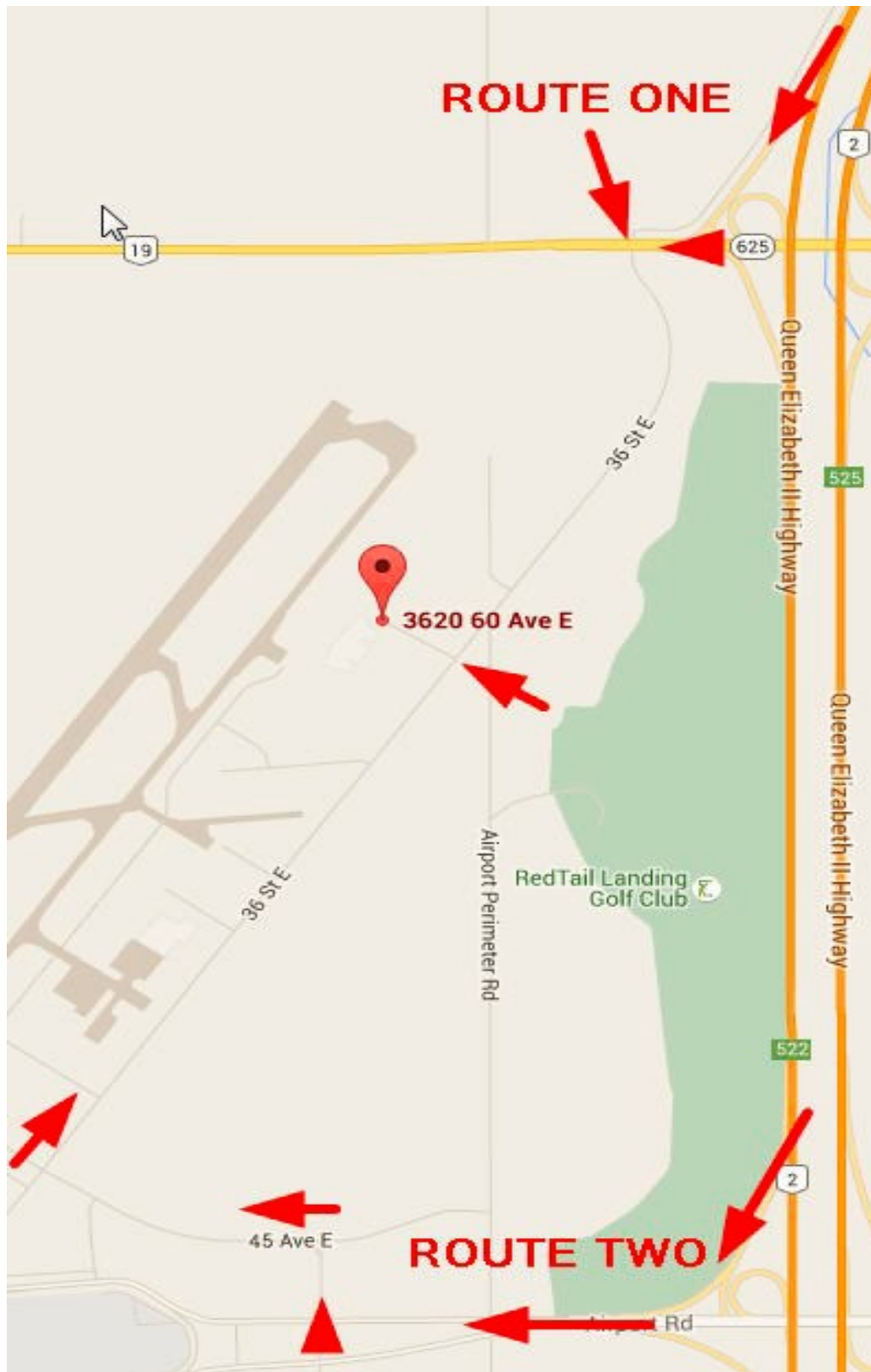
At the stop sign go right (36 St)



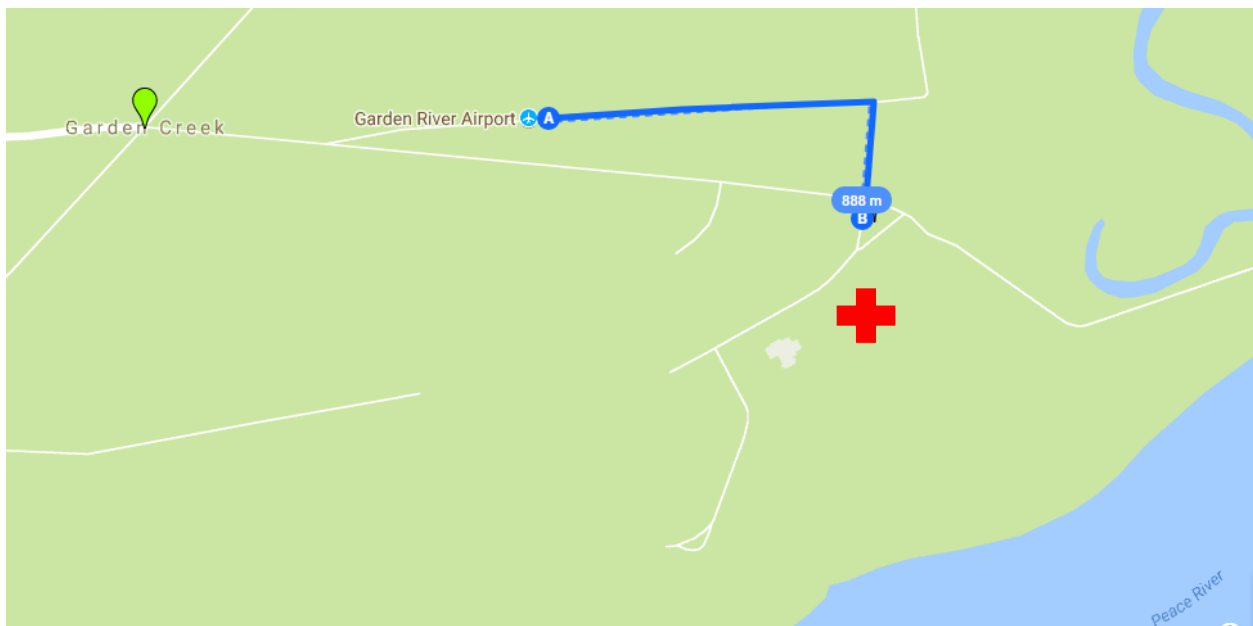
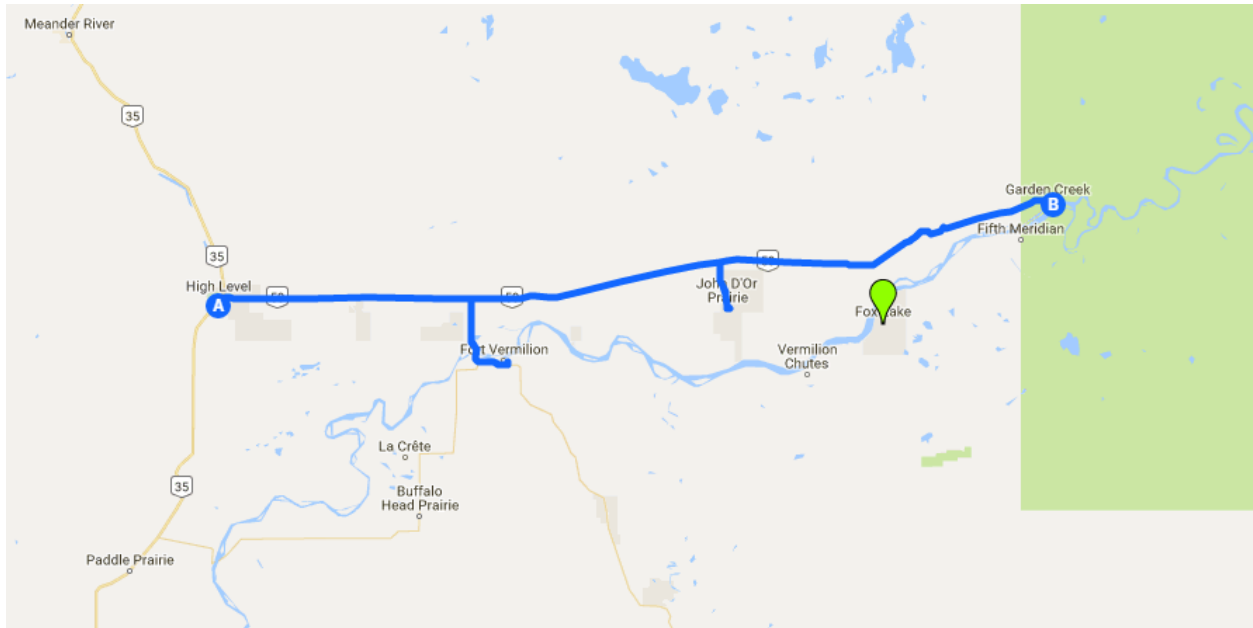
Airco will be approximately 1.6 km ahead on your left.



[Map to Airco Airport](#)



Map to Garden River





Appendix 2. Relevant contacts

Name	Email	Phone
Danielle Segall Assistant Zone Nurse Manager	danielle.segall@canada.ca	780-495-3962
Donalda Stanley Zone Nurse Manager	dondalda.stanley@canada.ca	780-983-9114
Acting Resource Team Leader, Treaty 8	laura.carr@canada.ca	780-495-5557 (work) 780-719-5411 (cell)
Kathleen Somers Acting-Regional Nurse Educator	kathleen.somers@canada.ca	780-495-2063
IT national service desk		1-800-416-0358
Nursing Station Security		Found in the Residence packages
Jo Windsor RSU Travel Administrative Assistant	ab.psu.travel@hc-sc.gc.ca	780-442-7413
DARS & EDP email	hc.psuadmin_fnihb	
Magda Tawfik Administrative Assistant Treaty 8 North	magda.tawfik@canada.ca	780-495-3143

Appendix 3. Sample Travel Item List

Cooler Food

- milk
- coffee and cream
- eggs
- butter or margarine
- greek yogurt
- bread
- tofu
- purple onion
- block of cheese
- pita bread
- orange pepper
- tomato
- carrot
- garlic
- celery
- lemon
- ginger
- orange
- apple
- salad mix, spinach or kale

Menu Plan: Tofu rice stir-fry, chicken noodle stir-fry, tom yum soup, cod steamed veggies, coleslaw salad, mixed greens and tuna salad, pizza, egg sandwich, smoothies

Frozen Food

- frozen fruit
- frozen veggies
- fish (2 servings)
- chicken (2-3 serving)

Dry Food

- salt & pepper
- cooking oil
- bean noodles
- rice
- dried lentils
- dried veggies
- trail mix / nuts
- hot sauce
- baking powder
- yeast
- flour
- coffee filters
- sugar
- small salad dressing
- dried fruits
- soup mix
- pizza sauce & crust
- tuna
- popcorn
- oatmeal
- powdered milk
- tea

Other

- laundry soap pods
- 7 fabric softener sheets
- hand soap

Appendix 4. TO DO LIST







REFERENCES



1. Cree. (n.d.). In *Historica Canada*. 2017 [cited 26 June 2017]. Retrieved from <http://www.thecanadianencyclopedia.ca/en/article/cree/>
2. Moore, S., & Melrose, S. (2014). Suicide. In Halter, M., Pollard, C., Ray, R., & Haase, M. (Eds). *Vancouver's Canadian psychiatric mental health nursing: A clinical approach* (1st Canadian ed.) (p. 515). Toronto, Canada: Elsevier.



Health
Canada

Santé
Canada

*Your health and
safety... our priority.*

*Votre santé et votre
sécurité... notre priorité.*