

Rehabilitation & Supportive Care Services

Employee Checklist	Date Completed
<p>Capital Health Website</p> <p>Employee Information</p> <p>Internet</p> <ul style="list-style-type: none"> • Link to employee site or Public Site on the top right http://www.cdha.nshealth.ca/ <p>Intranet</p> <ul style="list-style-type: none"> • Located top right For Employees. <p>Includes links General Information, Booking and Ordering, Information Technology, Documents, and HR and Financial links http://chdindra.cdha.nshealth.ca/foremployees/index.html</p> <p>Also use Services A to Z located on top right of Intranet Home Page to locate Services/Programs http://chdindra.cdha.nshealth.ca/departmentservices/index.html</p>	
<p>Our Promise - On Internet under “O” in Programs and Services</p> <p>Strategic Streams - On Internet, Our Promise page</p> <p>Our Values - On Internet, Our Promise page</p> <p>Declaration of Health</p> <ul style="list-style-type: none"> • On Internet, Our Promise page • Page 3 of General Orientation Manual 	
<p>My Leadership</p> <p>My Leadership for Frontline Leaders</p> <ul style="list-style-type: none"> • On Intranet, Link is located on the right under Quick Links on CH website • Also located in For Employees link, under General Information • On Internet, under “M” in Programs and Services 	
<p>Citizen Engagement</p> <ul style="list-style-type: none"> • Internet, at top of page Involving Patients and Citizens • Intranet, located in Services A to Z at top right of Home Page, under “C” Citizen Engagement 	
<p>Diversity and Inclusion</p> <ul style="list-style-type: none"> • Internet under “D” in Programs and Services 	

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Rehabilitation and Supportive Care Portfolio Website	Date Completed
<p>Rehabilitation and Supportive Care Portfolio</p> <ul style="list-style-type: none"> • Internet under “R” in Programs and Services • Intranet, under Services A to Z at top right of Home Page, Under “R” <p>Organizational Chart</p> <p>Programs</p> <p>All programs can be accessed through the Internet, under the Program and Services alphabetical listing</p> <ul style="list-style-type: none"> • Acquired Brain Injury (ABI) Program • Assistive Technology Program • Bone and Joint Program • Dartmouth General Hospital Rehabilitation and Supportive Care Program • Medicine and Surgery Program • Neurology and Spinal Cord Injury Program • Person Centered Ambulatory Care Program 	
Employee Resources	
<p>People Services - Human Resources</p> <ul style="list-style-type: none"> • Information located in For Employees in HR and Financial links under Orientation Manual, page 7 	
<p>Collective Agreement</p> <p>Intranet, located under For Employees in HR and Financial links</p> <p>Labour relations</p> <p>NSGEU Web Site</p>	
<p>SAP</p> <ul style="list-style-type: none"> • Intranet, under for Employees at top left 	
<p>Employee Self Service</p> <ul style="list-style-type: none"> • Information located in For Employees (link top left) in HR and Financial links in Orientation Manual, page 11 	
<p>SAFE</p> <ul style="list-style-type: none"> • Information located in For Employees in HR and Financial links in Orientation Manual 	

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Patient Safety	Date Completed
<p>Patient Safety</p> <ul style="list-style-type: none"> Information located in For Employees in HR and Financial links in Orientation Manual, page 22 Internet, under Patient, Client, Visitors 	
<p>Risk Management</p> <p>Patient Safety Event Reporting System To report go to Intranet home page and the link is located on the right under Quick Links</p>	
<p>Protection of Persons Care Act</p> <ul style="list-style-type: none"> Information located in For Employees in HR and Financial links in Orientation Manual, page 30 	
<p>Infection Control</p> <ul style="list-style-type: none"> Information located in For Employees in HR and Financial links in Orientation Manual, page 32 Internet under “I” in Programs and Services 	
<p>Emergency Voice Codes</p> <p>On intranet, Services A to Z, Wellness and Safety, Emergency Preparedness and Fire Safety, Emergency Preparedness and Response, Emergency Voice Codes</p>	
<p>Workplace Hazardous Materials Information System (WHMIS)</p> <p>For Employees link, under HR and Financial links, Safety Program</p>	
<p>Interpreter Services/Language Line</p> <ul style="list-style-type: none"> Internet under “I” in Programs and Services 	
<p>Routine Organizational Practices (ROP)</p> <p>Access is through LMS – Online Education System</p> <ul style="list-style-type: none"> Handwashing Patient Safety (4 modules, 1 required) Falls Prevention 	

Policies and Procedures

[Policies and Procedures](#) - Intranet, under Policies and Procedures on the right side of the page words.

[Policies and Procedures](#) - Internet, under “P” in Programs and Services

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General Information	Number	Date Reviewed
Consent to Treatment	CH 70-045	
Privacy (Patient Confidentiality)	CH 100-100	
Release of Information Restriction – Verbal (Communications Blackout)	CH 30-014	
Release of Information from the Health Record	CH 30-015	
Security of Health Information During Transport	CH 30-061	
Interdisciplinary Telephone Practice	CC 90-050	
Code Census – QEII	CH 70-065	
Code Census – DGH	CH 70-065	
Clinical Documentation in the Health Record	CH 04-040	
Patient Safety Reporting System	CH 100-035	
Fire Safety Program	CH 80-025	
Citizen Engagement	CH 70-080	
Interpreter Services	CH 70-015	
Infectious Disease	Number	Date Reviewed
Routine Practices	IC 04-002	
Contact Measures	IC 04-008	
Strict Isolation	IC 04-004	
Management of Patients with Diarrhea (Enteric Measures)	IC 04-009	
Out of Room Ambulation – Patients on Strict Isolation and Contact Measures	IC 04-013	
Droplet Precautions	IC 04-011	
Airborne Precautions	IC 04-010	
Cystic Fibrosis (CF) Patients - Admission & Bed Allocation	IC 06-012	

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Patient Safety	Number	Date Reviewed
Least Restraint	CC 05-030	
Complementary Health Practices (external providers) Forms Complementary Health Practices: Waiver and Release of Liability CD0023 Complementary Health Practices Treatment Plan & Progress Notes CD0024	CC 90-020	
Use of Hot Packs, Hot Water Bottles, Magic Bags and Heating Pads	CC 05-040	
Patient Safety Reporting	CH 100-035	
Disclosure of Adverse Patient Safety Events and Harm	CH 70-006	
Falls Prevention	CC 05-045	
Code Yellow – Missing/Absent Patient/Resident/Veteran	CC 05-060	
Risk of Wandering and Elopement – Patients/Veterans/Residents	CC 05-061	
Diagnostic Tests - Requesting, Reporting of Results and Follow-up	CC 85-017	

Patient General Information	Number	Date Reviewed
Therapy Dog Visitation	IC 06-060	
Service Animals	IC 06-061	
Workplace Hazardous Materials Information System (WHMIS)	CH 80-020	
Taxi	CH 60-020	
Courier Services	CH 60-035	

Employee	Number	Date Reviewed
Scent Free – Personal Products	CH 40-090	
Dress Standards (including casual days)	CH 40-095	
Wireless Communication Devices Etiquette in Patient Care Environments	CC 01-070	
Appraisals: Performance Review & Development Process	CH 40-040	
Flexible Work Arrangement	CH 40-055	
Employee Assistance Program (EAP)	CH 40-115	

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Healthy Workplace	CH 100-080	
Workplace Employee Hazards and Incidents - Reporting, Investigation and Documentation	CH 80-022	
Meal Vouchers	CH 100-045	
Travel	CH 20-035	