Important information for ALL MUHC students

Dear students,

We are very happy to welcome you to the McGill University Health Centre (MUHC), where we hope you will benefit from your learning experience!

At the MUHC, we value enhancing education through teamwork, mutual respect, and professionalism. As such, we would like you to take a moment and read through the following document, that describes our expectations of you as a student and to help your onboarding process go smoothly.

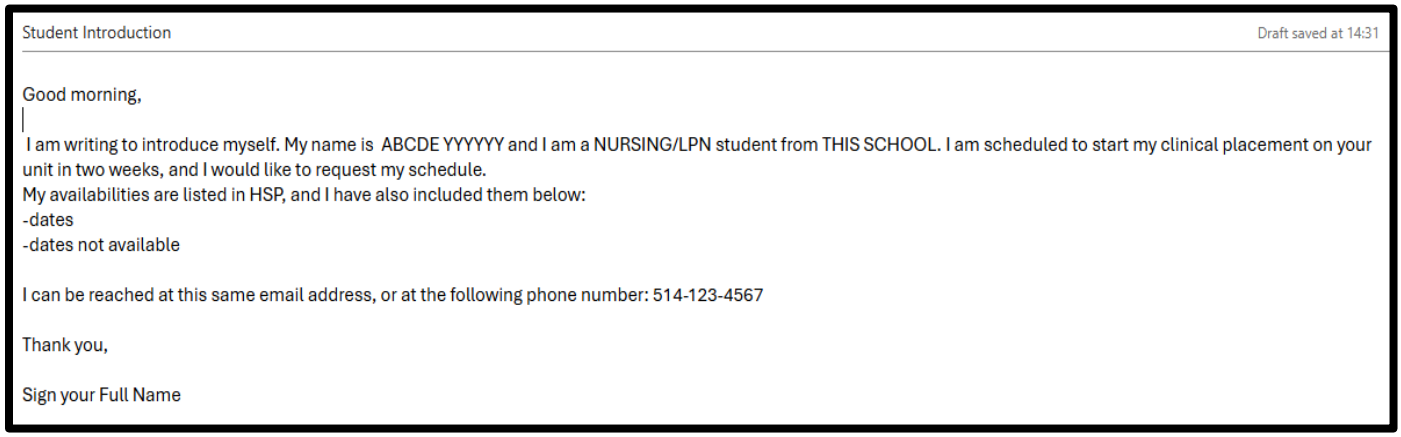
1. **Your Criminal background Verification (CBV):**
   - This 1st step must be completed and approved before you come into the MUHC to do your stage. The CBV process is explained in the MUHC onboarding document, that you should have received from your school. **It needs to be repeated each year after July 1st.**
   - It is best to start this a **minimum of 10 working** days PRIOR to starting your stage.
   - Only once your CBV is completed and cleared will you get your OACIS access and ENA codes.
   - Should you do your CBV last minute, we will not rush the process any faster to get it approved.
   - If you still don't have your onboarding done after the first week you are in clinical, we will have to ask you to leave the hospital.

2. **ENA Modules and Unit readings:**
   - Please complete the ENA modules listed in the MUHC onboarding document and any unit-specific readings (found on HSPnet-Prerequisites or Documents tab) PRIOR to beginning your clinical experience.
   - The modules and readings are chosen to help prepare you to safely care for patients in the clinical area.
   - If you have issues accessing them please refer to the MUHC onboarding document or contact your school coordinator.

3. **N95 fit testing**
   - Note that the MUHC does not provide fit-testing for students. Please consult with your school coordinator to have this done prior to your stage.

4. **Emailing your preceptors:** **(This applies to precepted Nursing students)**
   - The clinical contact you see in HSPnet might be a nurse manager, nurse educator or your actual preceptor.
   - **You need to email this person ASAP once you know where your stage will be.**
   - It is important in this email to include:
     - Who you are and what school you are coming from.
     - Inform the team when you will be starting clinical.

- If you know of dates that you cannot be in clinical (due to exam, clinical lab) please include this in your email. The person doing your schedule will be following the comments your school has entered in HSPnet. We will not accommodate days off in your schedule for personal reasons (except medical notes). Below is an example of the type of information we are looking for in an email.



Student Introduction — Draft saved at 14:31

Good morning,

I am writing to introduce myself. My name is ABCDE YYYYYY and I am a NURSING/LPN student from THIS SCHOOL. I am scheduled to start my clinical placement on your unit in two weeks, and I would like to request my schedule.
My availabilities are listed in HSP, and I have also included them below:
-dates
-dates not available

I can be reached at this same email address, or at the following phone number: 514-123-4567

Thank you,

Sign your Full Name

5. **Response to your emails:** **(This applies to precepted Nursing students)**
   - ❖ Please be patient, you can expect a 24 hr delay before someone responds to your email.
   - ❖ Please do not send multiple emails in the same day. Remember, the contact you are emailing might be a nurse, a nurse manager or nurse educator. These individuals are most likely very busy on the unit, and will only respond to you once they have some downtime.
   - ❖ If however, you do not receive a reply within 2 days, you can try again.
   - ❖ If you still do not get a response then please contact your school coordinator.

6. **Plan ahead with your preceptors:** **(This applies to precepted Nursing students)**
   - ❖ If there are certain things that your preceptor (s) needs to fill out or complete for you, please give it to them ahead of time so they can plan accordingly and fill it out while they are working.
   - ❖ We do not encourage staff to work on their time off.

7. **Respecting the staff's workspace:**
   - ❖ We have limited space on the units, when there are a lot of people working.
   - ❖ We also know that you need to bring a lot of supplies with you to stage (your water bottles, notebooks, stethoscopes and other equipment)
   - ❖ Please **DO NOT** leave your supplies just anywhere or on the counters. We need to help keeping the units organized and workspace clean.
   - ❖ Ask where you should place your items.

8. **Changing clothes:**
    - You have been assigned lockers at the MUHC.
    - Please use these spaces or a bathroom to change into your uniforms**.**
    - **DO NOT** change in open public spaces.

9. **Respect and civility:**
    - Please remember that you are a guest of the MUHC and we ask that you be respectful towards patients, staff, families and each other at all times.
    - **DO NOT** behave in a manner that could be considered disrespectful (e.g. rolling eyes), uncivil (interrupting, raising one's voice, dismissing one's colleagues) and unkind (e.g. speaking over someone, speaking negatively or disparagingly about others)

10. **Cell phones during clinical time**:
    - Cell phones are a great asset to your studies and to your nursing practice.
    - While on your assigned unit, they are to be used for research, calculations and other reasons related to your studies.
    - You **SHOULD NOT** be sitting and texting or using social media while actively in your clinical area.

By collaborating and working together professionally in a team setting, we hope to provide you with the maximum amount of opportunities to support your learning needs!