



Mandatory eLearnings and Key HR Policies Checklist

Welcome to Guelph General Hospital, in efforts to provide you and our patients with the safest care, the Hospital has set out a number of Key eLearning modules that must be completed within **3 weeks of hire**.

Instructions on how to access the Learning Module System (LMS)

You will need your GGH user name and password to access the LMS.

Please access the eLearning modules located on our GGH Intranet found at the link <https://elearn.gghorg.ca/login/index.php>

The LMS system can be accessed while at GGH or remotely from your own personal electronic device (Smart phone, computer, etc.)

A Progress Report is available on the home screen so you can track which modules you have completed and which ones are outstanding.

Please note: Depending on the area in which you work, you may be assigned additional LMS modules to be completed. You should be provided a list of any additional modules during your orientation period.

Mandatory eLearnings for All New Hires
Introduction to Electronic Scheduling
Review of Mandatory HR Policies for All New Hires
Policies can be found on the Intranet Page and are NOT on Moodle. Please read the policies listed below:
11-020 Dress Code
5-130 Fingernails
5-110 Scent Reduction
11-240 Respectful Workplace Violence Awareness & Prevention Framework
Employee Absence Accountabilities found here
Absence Notification Process found here
Clinical Documentation (Meditech) click here to access these modules
<ul style="list-style-type: none"> • Allergy Management (nursing only) • Documentation Policy (all clinical staff and Ward Clerks) • Order Entry (OE) (all clinical staff and Ward Clerks) • Patient Care Inquiry (PCI) (all clinical staff and Ward Clerks) • Patient Keeper (nursing and Ward Clerks only) • PCI Menu Screen Customization (Emerg doesn't need to complete) • Statusboard Manage List (nursing and Ward Clerks only-no ER)
Mandatory Pharmacy (For RNs & RPNs)
Nursing Orientation – Omnicell Medication Dispensing Cabinets
Part A: Pharmacy and Medication Related Practices
Part B: Abbreviations, Medication Orders Policy and Standard Administration Times
Part C: The Medication Administration Record and Medication Orders
Part D: Removing Medications From the Omnicell Cabinets on Override
Part E: Therapeutic Interchange
Recommended Pharmacy (For RNs & RPNs)
Top Ten Tips
High Alert Medications
Safe Handling of Cytotoxic Medications

The IT Training Room at GGH can be used to access the LMS if needed (see directions to the location below).

Level 1

T Touch In/Out location

