



WELCOME

To

**Georgian Bay General
Hospital**



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You'll no doubt have many questions during your placement at Georgian Bay General Hospital. Let's eliminate a few of those questions before you arrive on your unit!

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HOW TO PREPARE FOR PLACEMENT



Read this Student Guidebook.

Answers to many of your questions can be found in here!



Read, sign return to the attached Code of Conduct and Privacy Forms.

Forms can be found in your welcome email.



Send your headshot for your ID badge

See pages 7,8 and 9 for more information



Connect with your preceptor

Their contact information can be found in your welcome email

WHY IS GBGH THE BEST CHOICE?



By selecting GBGH you're choosing more than a just a hospital, you're choosing a community that offers

- Big city services in a smaller community focused hospital
- A nature lovers paradise. Trails, boating, wildlife observation, beaches, skiing, and snowmobiling are just some of the actives you can experience in this four season community!
- A team that wants to help you grow and develop your career
- Inhouse educational opportunities
- Extended departmental mentorship for new hires and graduates
- Opportunities to enroll New Graduate Guarantee program
- Nursing Extern program
- Did we mention that Midland hosts an annual Butter Tart Festival?

GBGH OVERVIEW



Georgian Bay General Hospital (GBGH) is a 113-bed hospital located in Midland, ON and serving a catchment area that includes the communities of Midland, Penetanguishene, Township of Tiny, Township of Tay, Christian Island, Georgian Bay Township and Springwater Township.

We serve a population base of 55,000, swelling to more than 150,000 for six months of the year with seasonal residents.

OUR STRATEGIC PLAN



WHAT SERVICES DO WE OFFER?



- **2 North** (Acute Medicine/Surgery)
- **2 East** (Acute Medicine)
- **2 West** (Surge Unit)
- **Intensive Care Unit**
- **General Float Team**
- **Critical Care Float Team**
- **1 North** (Complex Continuing Care/Rehabilitation/Palliative)
- **Obstetrics**
- **Emergency Department**
- **Surgical Services**
- **Ambulatory Care**
 - Outpatient clinics
 - Endoscopy
- **Pharmacy**
- **Diagnostic Imaging**
- **Respiratory Therapy**
- **Physiotherapy**
- **Laboratory Services**
- **Medical Device Reprocessing Department**
- **Respiratory Therapy**
- **Dialysis**
- **Indigenous Patient Navigator**
- **Social Workers**
- **Speech Therapist**

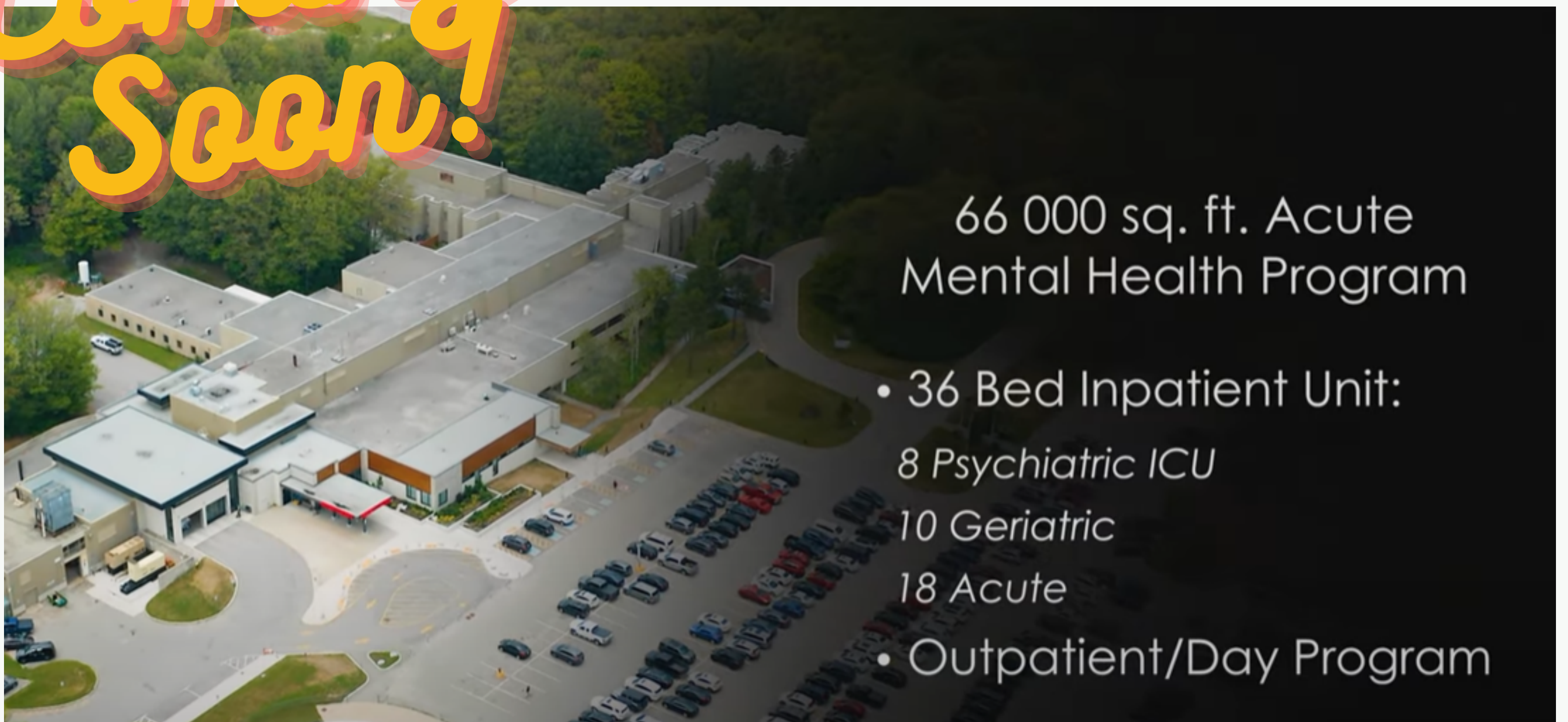
WHAT ARE WE WORKING TOWARDS?

Acute Mental Health Program

Georgian Bay General Hospital sees over 1700 patients in mental health crisis every year. At this time, GBGH does not have a mental health program onsite. Without adequate resources available at GBGH patients are being referred to other facilities, some of which are outside of the community.

This project includes the construction of a wing linked to the existing building on the Midland site, along with the transfer of 20 acute mental health beds from the Waypoint location.

Coming Soon!



66 000 sq. ft. Acute Mental Health Program

- 36 Bed Inpatient Unit:
 - 8 Psychiatric ICU
 - 10 Geriatric
 - 18 Acute
- Outpatient/Day Program

ID BADGE

Who needs an ID Badge?

Every student, volunteer, employee and contract worker.

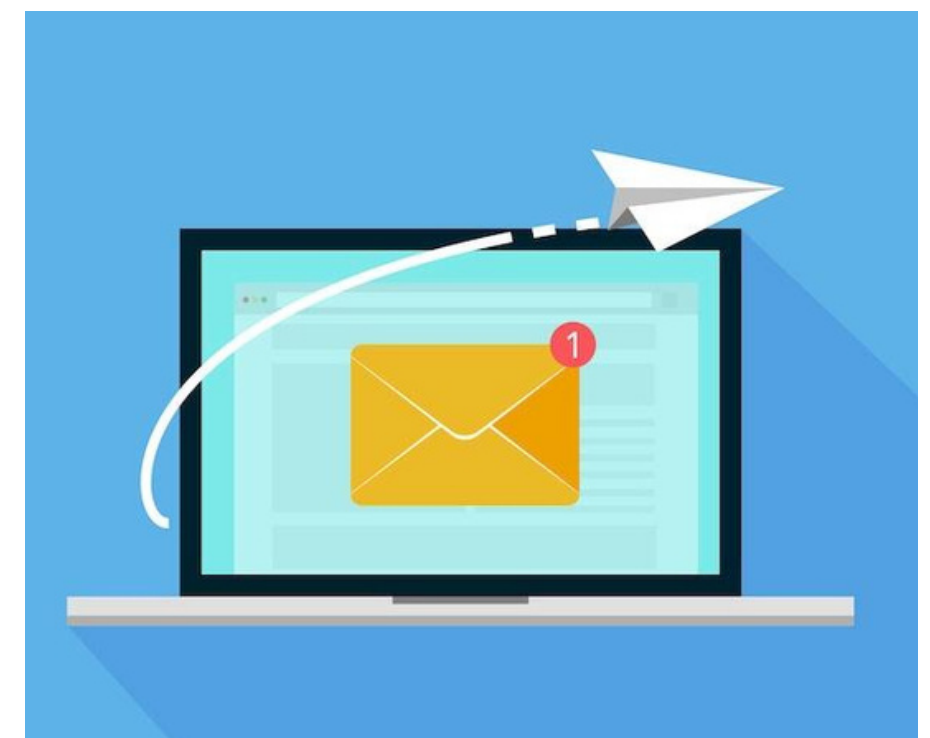
Why do I need an ID Badge?

- Your ID Badge identifies you to patients and staff as a member of the GBGH team
- Your ID Badge unlocks doors (units, break rooms and supply spaces)
- Your ID Badge gives you access to the parking lot



How do I get an ID Badge?

- Take a picture follow the instructions on the following pages
- Save your picture as a .JPEG file under your first and last name (no live photos)
- Send your picture to bellehumeure@gbgh.on.ca within the time frame set out in your welcome email
- Failure to submit your picture properly and/or on time may result in a delayed start date
- You will receive your badge on your first day of placement (provided you submit your picture on time)



What will happen if I don't send a picture for my ID Badge?

You will not be able to start your placement until you submit an acceptable picture for your ID Badge.

Can I keep my ID Badge once my placement is over?

Unfortunately, not. As you will no longer be representing the hospital, we will need your ID badge returned. See page 10 for more information



ACCEPTABLE PICTURES



Why are these acceptable pictures?

- Directly facing camera from the chest up, of the shoulders and head
- Plain, light-coloured background
- No hat or sunglasses
- Eyes should be clearly visible and should not appear to be red eye effect
- Head and shoulders in the photo must be at least 1/3 of the height of the frame
- Everyone is dressed professionally
- No filter on photos
- Smiles are encouraged!

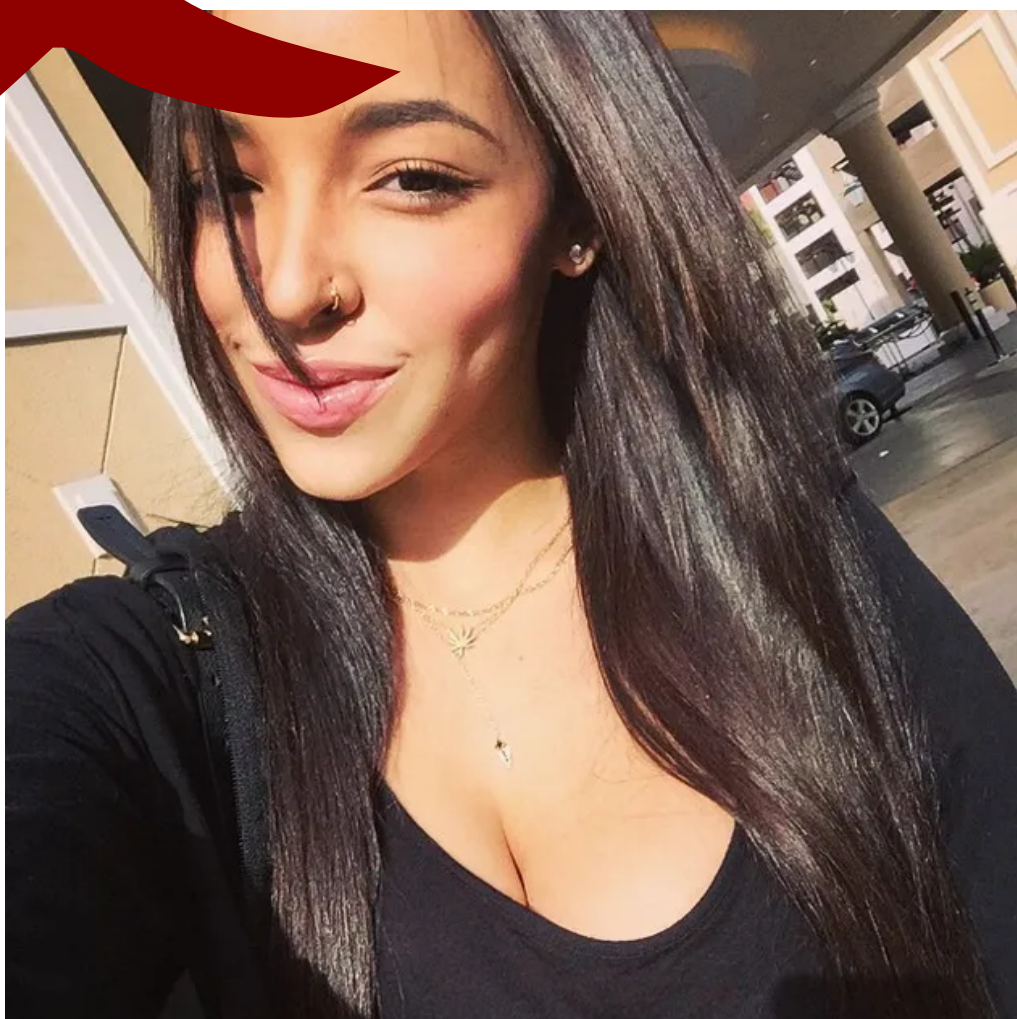
UNACCEPTABLE PICTURES



- Multiple people in picture
- Head is tilted
- Drinks in picture
- Not a solid backdrop
- Hands in picture



- Full head not in picture
- Filter on picture
- Not a solid backdrop
- Hand in picture



- Head is tilted
- Hair in face
- Not a solid backdrop



- Wearing a face mask
- Black and white photo

PARKING



Parking is FREE for placement students!

Accessing Free Parking

Hold your badge to the SALTO reader upon entering and exiting the lot

Designated Parking

The main parking lot at GBGH offers dedicated sections of parking for staff and visitors, these sections can be distinguished by the **yellow**/white signage on lamp posts in the lots. To ensure patients and visitors, some who may have mobility challenges, are able to park as close to the building as possible, please only park in the dedicated staff sections. This is important from both safety and accessibility aspects



Returning your ID Badge

You **MUST** return your badge on your last day of placement.

In order to exit the lot without paying on your final day of placement you will need to follow the steps below:

- Do not return your badge to your preceptor
- Exit the lot scanning your badge as you normally would
- Drive to the main entrance
- Give your badge switchboard
- Alternatively, you can drive to the emergency entrance to hand your badge to security



DRESS CODE

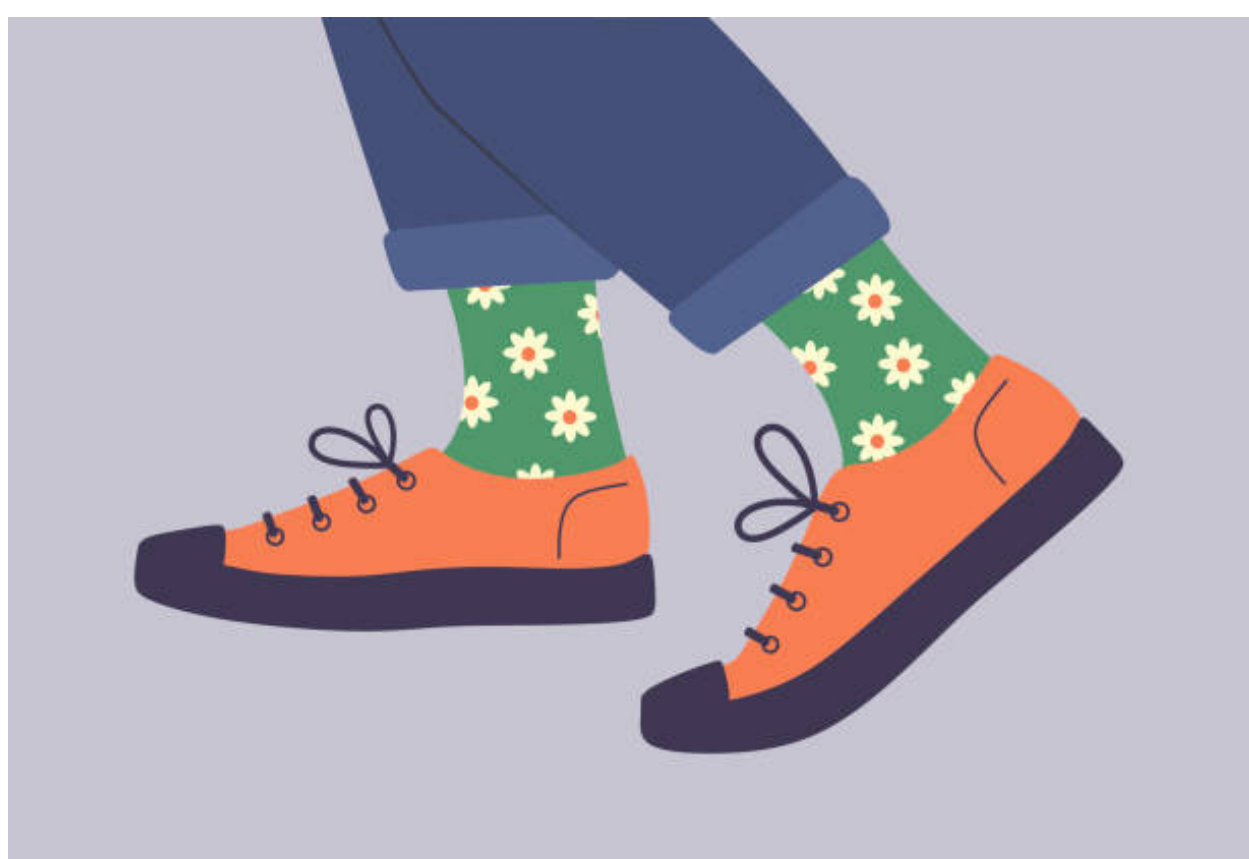


What is the dress code?

There are no required colours or designs needed for your scrubs. They must be workplace appropriate.

Only those working in Surgical Services will be provided scrubs.

Closed toed and closed heeled shoes are required. Running shoes with mesh coverings are not acceptable as liquids can seep through the mesh on to your skin.



N95 MASK



Who needs a mask fit test?

All those who will be working with patients

How often does the need to be completed?
Every 2 years



Does losing or gaining weight impact a mask fit test?

Yes, significant weight gain or loss > 20lbs will require you to complete a new mask fit test

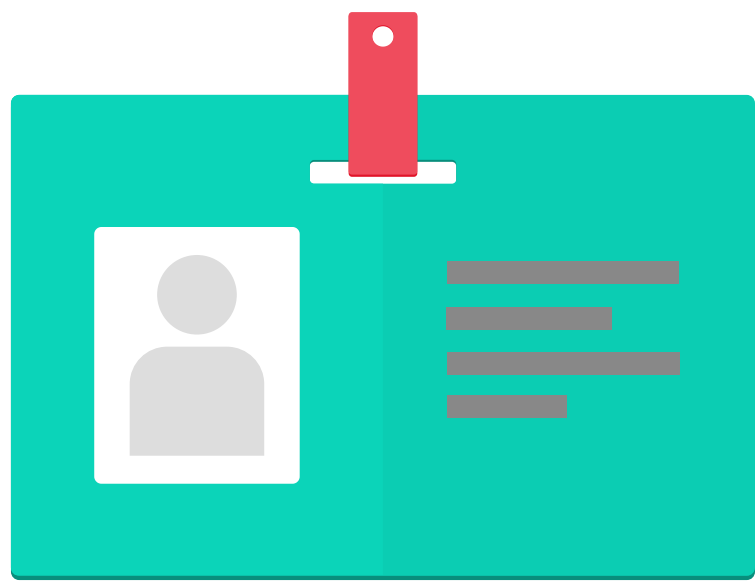
How to obtain an N95 Mask Fit?

The hospital does not provide students with mask fit tests. *If you require a mask fit, you can visit firstforsafety.ca to register for a test.*



WHAT CAN I DO IF....

My badge isn't working?



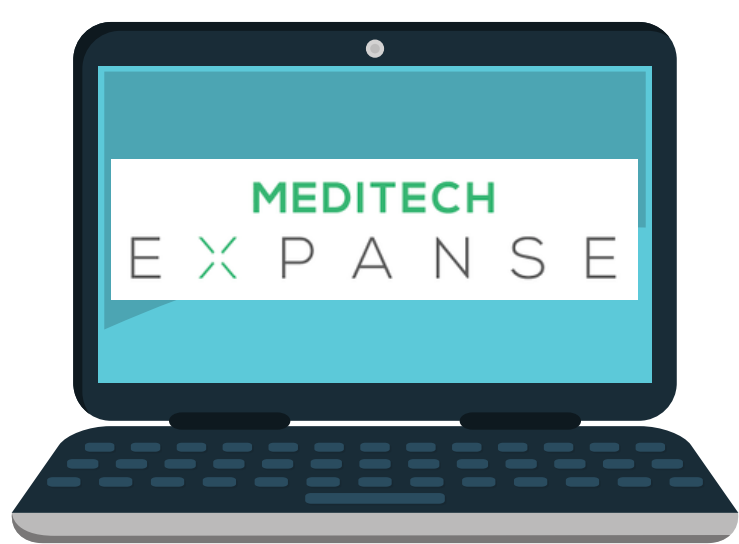
The majority of badge issues stems from failure to activate your badge upon arrival to GBGH. Badges are activated by holding them to the SALTO reader at the parking gate or on a SALTO reader at a staff entrance. If you're experiencing issues with your ID Badge follow the steps below to resolve the issue;

- Hold your badge to a SALTO reader next to a staff entrance once it turns green your badge will be working again
- If you are still experiencing badge issues call extension 5403 or email bressettea@gbgh.on.ca for assistance



I don't have access to Pyxis?

If you are experiencing any issues with Pyxis call the Pharmacy at extension 5256 or email GBGH-pharmacy@gbgh.on.ca



I'm having difficulties with a computer?

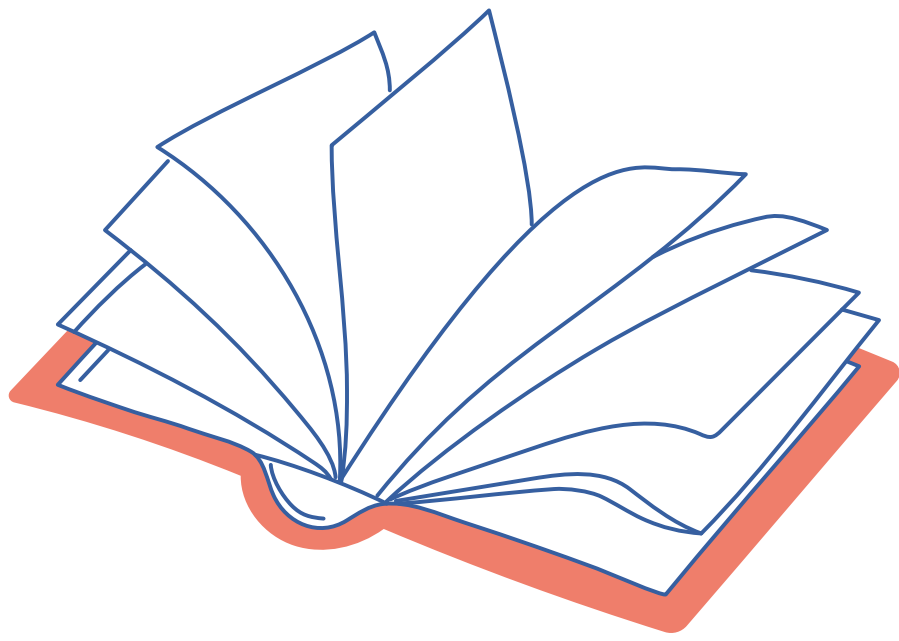
- For any issues with Expanse call the GBGH I.S. team at extension 5300, select option 1
- For all other inquiries call the GBGH I.S. team at extension 5300, select option 2 or email GBGH-HelpDesk@gbgh.on.ca



I'm sick (including COVID-19)

- Let your preceptor know that you are unwell
- Call GBGH's Occupational Health Department to inform them that you are unwell
- Do not return to placement until you have been cleared by Occupational Health

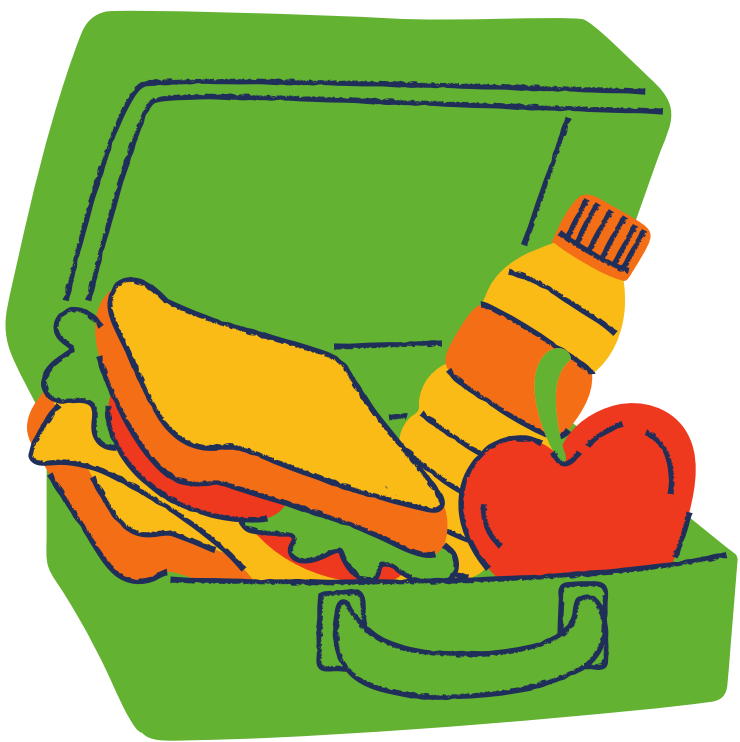
WHAT CAN I DO IF....



I want to access Surge Learning?

To access Surge Learnings go to the GBGH Intranet.

- Click on the useful link tab
- Once in the useful link click on Surge Learning
- Use the following logon information
 - Username: gbgh.students
 - Password: gbgh2019



I want to take my break off the unit?

GBGH offers many break spaces throughout the hospital including;

- Cafeteria
- Department breakroom(s)
- Patios
- Lunchroom near the lab



I need to store my personal items?

While you won't receive a locker, there are designated areas on each unit where you can leave some of your belongings. Other staff will also have access to these areas so be mindful of what you bring in.

My question can't be found in this document?

If you have any other questions or concerns connect with your preceptor or Emily, our Talent Acquisition Specialist.

Call extension 5181 or email bellehumeure@gbgh.on.ca



COVID-19

The following Covid-19 protocols are in effect to ensure the safety of patients, staff, students and volunteers.

Staff Entrances

- All staff, students and volunteers must enter through the two designated staff entrances
 - Under the canopy in front of the building between the ED and main entrances
 - Back of building
- Ensure you have your identification badge handy as both staff entrances are badge access only

Self-Screening

- It's your responsibility to self-monitor for symptoms before your shift and report any symptoms to Occupational Health immediately
- Occupational Health will advise on next steps

Physical Distancing

- Break rooms have been marked (at the entrance) with capacity limits – usually 1 person unless designated otherwise
- Communal food is not permitted

PPE

- Appropriate PPE must be worn:
 - Anytime you are six feet or less from a colleague/ patient/visitor
 - Any patient care interaction (including eye protection)
 - Entering/exiting the hospital

Covid-19 vaccination

- Students must provide their college or university with proof of the first two doses of the Covid-19 vaccination before starting at GBGH
- If you require an accommodation please contact your placement advisor



HOW DO I DON & DOFF PPE?

STEPS TO DON PPE

1



Wash
Hands

2



Don
Gown

3



Don Mask or
Respirator

4



Don Face
Shield

5



Don
Gloves

STEPS TO DOFF PPE

1



DoFF Gloves
and Gown

2



Wash
Hands

3



DoFF Face
Shield

4



DoFF Mask
or Respirator

5



Wash
Hands

WHAT TO EXPECT ON THE FIRST DAY

Nursing Praxis Students

Unless otherwise advised follow the instructions below.

- Enter through the main Hospital entrance.
- Make your way downstairs - Level 1 (You can use the elevator or the staircase).
- Once downstairs - Level 1, go to the Education/Computer room located just past the cafeteria on the left.
 - Turn right if you took the elevator.
 - Turn left if you took the staircase.
- GBGH's Professional Practice Leaders will facilitate Student Nursing Orientation session(s) with you.
 - Orientation takes place from 8am to 4pm.
 - You will be provided with your ID Badge and computer logon during orientation
 - **You must attend Student Nursing Orientation prior to joining your preceptor on their unit.**

Student Groups

- Follow the instructions set out by your Practicum Clinician (PC)
- Your PC will have your ID Badge and computer logon

Non - Nursing Student

- Follow the instructions set out in your welcome email
- Your ID Badge and computer logon will be provided to you on your first day

WHAT TO EXPECT FROM PLACEMENT

- **Comprehensive hospital orientation!**
- **A supportive learning environment!**
- **Development of new skills!**
- **A safe place to ask questions!**
- **Assistance with career development!**



**ENJOY
YOUR
PLACEMENT!**