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Welcome to the Vancouver Island NP community, we are thrilled to have you join our NP community! You are now part of dedicated group of NPs who provide important services to Vancouver Island patients, clients, residents and their families. The majority of NPs working on Vancouver Island practice in primary care and community health care settings. We also have NPs in specialty settings and acute care.

Vancouver Island NPs have the opportunity to be connected with the Island Health Division of NPs. This will provide opportunity for collaboration with a community of practice as well as participation in educational and quality improvement activities.

Use this guide to support your transition into your new role.

This orientation covers:

Contents

Nurse Practitioner (Non-Island Health)
ORIENTATION CHECKLIST

Division of Nurse Practitioners

Through Island Health, privileged NPs are supported by the Division of Nurse Practitioners. The Division of Nurse Practitioners is a freestanding division of the Island Health Medical Staff that was created after the Hospital Act was changed in 2012 to enable NPs admit, discharge and be designated as the MRP. The Division will oversee the credentialing and privileging of Nurse Practitioners in Island Health along with the Medical and Academic Affairs team.

Island Health Medical Staff

To find out more about obtaining privileges through Island Health, please contact one of the local Division Heads Chaundra Willms or Coleen Heenan.

Division Head Chaundra.Willms@viha.ca
Division Head Coleen.Heenan@viha.ca

We meet as the Division of NPs to discuss issues related to NP practice on Vancouver Island. All Division members are encouraged to actively participate in these meetings and to share their perspectives and knowledge. The Division will notify you with meeting dates as they become available.

Mentorship

Should you wish, the Division will support you in your new role by connecting you with an NP mentor. In your first day or two, take a moment to connect with your mentor to book a regular time to connect. This is a time (informal or formal) that can be dedicated to support you in your orientation journey, for example:

- have a conversation about how you like to learn
- how your orientation is going
- ask questions that have come up (it helps to jot questions as they arise and save for check ins)
- what learning needs have you identified

Here are two articles that may be of interest for you:

Mentoring new nurse practitioners to accele

Transitioning into the nurse practitioner role

My Mentor:

_____

Contact Number:

_____

First Check In Date/Time:

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Getting Ready for Clinical Practice

The following resources will help you to establish a successful practice. To support your self-directed learning, a 'reviewed' column has been added to the following table to enable you to track your completed learnings. Some resources are available on the Island Health Intranet website, which you will have access to once privileged with the Division of NPs or through your role if it is at an Island Health site.

Island Health	Learning Focus	Reviewed
- Vision, Purpose and Values - Strategic Direction - Respectful Workplace - Code of Conduct	Review each topic	☐ Vision, Purpose and Values ☐ Strategic Plan ☐ Respectful Workplace ☐ Code of Conduct
Island Health Key Policies	**Learning Focus**	**Reviewed**
1.5.1P Privacy Rights and Confidentiality of Personal Information 1.5.2P Confidential Information – Third party VIHA Business and Other Non-Personal Information 1.5.3P Release of Patient Information to Law Enforcement Personnel in Urgent or Emergency Situations 1.5.4P Privacy and Related Information Security Breaches – Reporting, Investigation and Management 1.5.4PR Information and Privacy Breaches – Risk Assessment and Ranking by Supervisory and Leadership Staff 16.4.2.1P Security of Electronic Information 16.4.2.3P Acceptable Use of Assets and Resources 16.4.2.4P Remote Access	Review each topic	☐ Privacy Rights and Confidentiality of Personal Information ☐ Confidential Information ☐ Release of Patient Information to Law Enforcement Personnel in Urgent or Emergency Situations ☐ Privacy and Related Information Security Breaches – Reporting, Investigation and Management ☐ Information and Privacy Breaches – Risk Assessment and Ranking by Supervisory and Leadership Staff ☐ Security of Electronic Information ☐ Acceptable Use of Assets and Resources ☐ Remote Access

• 16.4.2.5P Mobile Computing		☐ Mobile Computing

Clinical Practice Information	Learning Focus	Reviewed
• BCCNP NP Scope of Practice	Know where to find documents related to scope and role.	☐ NP Scope of Practice
• Legislation Relevant to Nurse's Practice	Note NP specific is highlighted in blue	☐ Legislation Relevant to Nurse's Practice
• MSP - Nurse Practitioners o MSP Application Form	If you are on provisional license you will apply after OSCEs	☐ MSP – Nurse Practitioners
• BCCNP Practice Support • NNPBC NP Portal		

Documentation	Learning Focus	Reviewed
Nurse Practitioners document in a number of ways. Your practice site will have an orientation to your Electronic Medical Record (EMR) or paper charts.		
Discuss with your leader to determine how to access training for the charting system in use.	Orientation to documentation specific to site	☐ Arranged access to training for documentation

PharmaNet	Learning Focus	Reviewed
PharmaNet is the province-wide network that links all B.C. pharmacies to a central data system. Every prescription dispensed in community pharmacies in B.C. is entered into PharmaNet. Nurse Practitioners have access to PharmaNet		
Review PharmaNet information • PharmaNet - Province of British Columbia Pharmanet Access for NPs • Community Access to PharmaNet	Review each topic	☐ Reviewed PharmaNet ☐ Reviewed Access

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Controlled Drugs and Substances (CDS) Prescribing	Learning Focus	Reviewed
BCCNP has set limits and conditions on prescribing CDS. All NPs at island health have completed the requirements for prescribing CDS. Non-employed NPs are encouraged to complete the requirements for prescribing to allow for top of scope practice in all settings.		
Controlled Drugs and Substances • BCCNP Prescribing CDS Education required for NPs prescribing opioids in chronic non-cancer pain. Any course that meets the BCCNP requirements is acceptable. Some examples that have been available in the past are: • College of Physicians and Surgeons of BC prescribers course • Centre for Addiction and Mental Health (CAMH) Safe and Effective Use of Opioids for Chronic Non-Cancer Pain Controlled Prescription Pads • BCCNP Controlled Prescription Pads	Explore Review - Oversight - Requirements - Competencies Consider if your practice will include this type of prescribing. Review - Your responsibilities - How to order - What to do if your pad is lost or stolen	☐ Reviewed Oversight ☐ Reviewed Requirements ☐ Reviewed Competencies ☐ Complete education if appropriate ☐ Reviewed responsibilities ☐ Reviewed how to order ☐ Reviewed lost/stolen rx ☐ Order pads
Medications Additional Requirements for Prescribing	**Learning Focus**	**Reviewed**
Other medications have additional requirements set out by BCCNP		
The BCCNP has placed limits and/or conditions on prescribing certain medications. Some examples: • Authorizing cannabis • Antiretroviral therapy for HIV • Blood and Blood Products • Cancer Drug Treatments • Medical Assistance in Dying • Opioid Agonist Treatment	Consider if your practice will include this type of prescribing	☐ Reviewed BCCNP Limits and Conditions on prescribing

See the [BCCNP NP Scope of Practice](#) for a complete list and details.		

IHealth	Learning Focus	Reviewed
IHealth is a transformative approach to health care within Island Health and our community. The IHealth EHR developed in partnership with Cerner is a recording and reporting tool enabling electronic health documentation, communication, scheduling, ordering and standardization, decision-making and reporting. Certain NP practices use the Cerner Primary Care EHR as their method of care. They are called 'fully activated sites'. These practices include: • Dufferin Place • Oceanside Health Centre – NP Primary Care • Port Alberni Community Health Services NP Primary Care • Nanaimo Community Health Services NP Primary Care • Salt Spring Island Mental Health NP Primary Care • Victoria Health Unit Immigrant/Refugee Clinic Other sites are called 'non fully activated –sites'. Part of your powerchart orientation will include learning about how to navigate IHealth at these sites.		
IHealth information • [IHealth](#) • [IHealth for Physicians Nurse Practitioners and Midwives](#) If you are at an IHealth Fully Activated Site , complete the required pre-learning • [IHealth: PowerChart Essentials for Providers at Fully Activated Sites](#) Activated sites will have a required classroom training session; speak to your leader if this hasn't been arranged.	Review and explore content	☐ IHealth webpage ☐ Complete education and training if required
Ordering Diagnostic and Laboratory Tests	Learning Focus	Reviewed

• Laboratory Services Intranet Site
    o [Laboratory Services](#)
    o Laboratory Test Guide can provide information about tests
    o Clinician Quick Links has helpful information
 	
• Medical Imaging Intranet Site
    o [Medical Imaging](#)
	Where to find information about lab tests	☐ Reviewed main webpage
		
		☐ Review webpage

	Learning Focus	Reviewed

o Viewing Medical Images and Reports in VIHA PACS
 	
• Non Island Health Labs request that providers new to practices update their contact information with the following forms:
  o Lifelabs
    ▪ Client Information Form
  o PHSA
    ▪ Laboratory Provider Change Request
 	
Medical Imaging Wait Times - Review wait times for medical imaging exams and choose an alternate location if patient desires shorter wait time.
  • Medical Imaging Wait Times
	Where to find Medical Images and ECGs
	
	Complete forms for non VIHA labs
	
	Review How to use Medical Imaging Wait Times
		☐ Notify non VIHA labs
		
		☐ reviewed medical imaging wait time

Receiving and Retrieving Results	**Learning Focus**	**Reviewed**
Results from diagnostic tests that you order will be received at your practice location. You are responsible to monitor incoming results and documenting that you have reviewed them (signing them off). Island health uses Excelleris to deliver results electronically.		
If you are in a site with an IHealth EHR you will receive your results automatically. If you are practicing in a site with a different EHR, talk to your site administrator to complete the necessary steps to receive your results. It usually involves a form 'assigning' you to that practice so Exelleris can send your results. For practices with paper charts you can sign up for an Excelleris Launchpad to have your results delivered online. Excelleris Application.pdf If you find you are not getting results at the correct location, speak to your manager so your contact information can be corrected.	Get results for tests ordered	☐ Confirm how to access and sign off results
Resources to Support Clinical Practice	**Learning Focus**	**Reviewed**

Island Health library and pharmacy have many resources to help with clinical decisions. Visit Library Services
  • Library Services
    o Databases
	Explore resources available	☐ Reviewed Resources

- Pharmacy - Drug Information Resources

Some databases are only available from an Island Health desktop. Others can be used as mobile apps or by log in off-site. Contact Library Services to find the nearest desktop access. Some recommended resources:
- UpToDate
  - Instructions to access from non-VIHA computer or via mobile app can be found at:
    - Apps
- RxFiles
- Lexicomp
- Natural Medicines Database

RACE – Rapid Access to Consultative Expertise or 'The RACE line' is a service for primary care providers to access telephone advice from specialists
- RACE

Consult Derm is an online dermatology consultative service where primary care providers can send photos of patient conditions for advice from dermatologists
- ConsultDerm
  - ConsultDerm User Guide By SharedCare

Pathways - is an online resource that provides NPs and their office staff quick access to current and accurate referral information, including wait times and areas of expertise for specialists and specialty clinics. Pathways also provides access to hundreds of patient and provider resources and a searchable community services directory.

Access to Pathways is provided by the Division of Family Practice, NPs can request resource through the local division.
- Division of Family Practice - Pathways Divisions in BC

Encounter Codes	Learning Focus	Reviewed
Nurse Practitioners submit encounter codes to the Ministry of Health • Review MSP Nurse Practitioner Encounter Codes	Learn to assign complexity codes to patient encounters	☐ Review MSP guide
Liability Protection	Learning Focus	Reviewed
B.C. Nurse Practitioners have professional liability insurance through the Canadian Nurses' Protective Society.	Understand NP liability coverage	☐ Review liability protection

• Review [BCCNP Professional Liability Protection](#) • Review [CNPS Core Services](#) Given the challenging patients many of us work with, we strongly recommend you consider purchasing supplemental coverage from the CNPS. This provides coverage for certain situations that aren't covered through your regular liability insurance such as college complaints • [CNPS Supplementary Protection](#)	Consider Supplementary Coverage	