

# CLINICAL MANAGER

## Checklist

**Audience:** Clinical Manager

**Purpose:** Provide a step-by-step checklist for required training and user information.

### Checklist:

Training LMS	Items/Tasks to Complete:
	<ul style="list-style-type: none"><li>• Fire Safety Code Red</li><li>• Hand Hygiene</li><li>• PHIA for Health Care – eLearning -20 LMS (formally PHIA for WRHA)</li><li>• Workplace Hazardous Materials Information System (WHMIS)</li><li>• Personal Protective Equipment</li><li>• Clinic Manager COVID-19 Immunization Clinic LMS course; Pedal MD is within course</li><li>• PHIMS COVID19 Immunizer course LMS 1601(optional)</li></ul>
Training	Items/Tasks to Complete:
	<ul style="list-style-type: none"><li>• MHSC Covid 19 Vaccine Administration self directed learning module (optional);</li></ul>
User Accounts	Items/Tasks to Complete:
	<ul style="list-style-type: none"><li>• Shared Health Network ID / email</li><li>• LMS Access</li><li>• Outlook Web Mail</li><li>• Deputy</li><li>• PedalMD (if requested)</li><li>• PHIMS - Public Health Manager Role (If requested)</li><li>• COVID 19 Immunization Site Clinic Portal Pedal MD (if requested)</li></ul>
ID Badge	Items/Tasks to Complete:
	<ul style="list-style-type: none"><li>• Take a picture of yourself</li><li>• Send an email with photo, your legal name, and the title and location of the position you have been hired into to <a href="mailto:photoid@sharedhealthmb.ca">photoid@sharedhealthmb.ca</a></li></ul>

