



April 5, 2022

## ANNUAL MANDATORY LEARNING

Annual mandatory courses and declarations are now available for completion in the DualCode Learning Management System (LMS).

How to log in? Username and password are the same as your Novell. As always, these courses are accessible for completion from work or offsite using any smart device;

1) From work:

- LMS Icon located on your Novell dashboard
- Intranet homepage under Tools and Training



2) From home:

- LMS Icon by visiting Staff Logins from the main external Hospital page:  
<http://tbrhsc.net/tbrhsc/staff-logins/>
- Visiting <https://tbrhsc.dualcode.com/> directly

Each staff member has had the applicable courses assigned to their individual progress dashboard. The below courses are corporate learning due for completion no later than March 31, 2023.

Course Name	Mandatory For	Frequency of Review
<b>Accessibility</b>	All Employees	Annually
<b>Corporate Policy Review &amp; Declaration</b>	All Employees	Annually
<b>Emergency Preparedness</b>	All Employees	Annually
<b>Healthy Backs</b>	All Employees	Annually
<b>Infection Control</b>	All Employees	Annually
<b>Occupational Health and Safety</b>	All Employees	Annually
<b>Patient and Family Centred Care</b>	All Employees	Annually
<b>Patient Safety</b>	All Employees	Annually
<b>Police Annual Declaration Reminder</b>	All Employees	Annually
<b>Privacy</b>	All Employees	Annually
<b>Violence Prevention</b>	All Employees	Annually
<b>WHMIS</b>	All Employees	Annually
<b>Workplace Harassment</b>	All Employees	Annually
<b>Workplace Violence</b>	All Employees	Annually
<b>COVID-19 Screening Declaration</b>	All Employees	Once within first year of employment
<b>Quality &amp; Risk Management</b>	All Employees	Once within first year of employment
<b>Respect Project - Acute Mental Health</b>	All Employees	Once within first year of employment
<b>Respect Project - Indigenous Health</b>	All Employees	Once within first year of employment
<b>Respect Project - Self Awareness</b>	All Employees	Once within first year of employment
<b>Wake the Giant –Indigenous Culture &amp; Inclusivity</b>	All Employees	Coming Soon!
<b>Fire Safety Plan &amp; Declaration</b>	All Supervisory Staff	Annually
<b>OHS for Supervisory Staff</b>	All Supervisory Staff	Annually

Should you have any questions or require assistance, please contact Human Resources at 684-6218 or [humanresources@tbh.net](mailto:humanresources@tbh.net).