

To: All Staff

From: Madeline Reinikka, Employee Engagement Consultant

Date: January 11, 2023

RE: Annual Mandatory Learning Due March 31<sup>st</sup>

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### ANNUAL MANDATORY LEARNING DUE MARCH 31<sup>st</sup>

The annual mandatory eLearning review is upon us once again. Each staff member has had the applicable courses for their position assigned to their individual progress dashboard. The following corporate courses are available for completion no later than March 31<sup>st</sup> 2021 in the DualCode Learning Management System (LMS):

Course Name	Mandatory For	Frequency of Review
Accessibility	All Employees	Annually
Emergency Preparedness	All Employees	Annually
Healthy Backs	All Employees	Annually
Infection Control	All Employees	Annually
Occupational Health and Safety	All Employees	Annually
Patient and Family Centered Care	All Employees	Annually
Patient Safety	All Employees	Annually
Police Annual Declaration	All Employees	Annually
Privacy	All Employees	Annually
Violence Prevention	All Employees	Annually
WHMIS	All Employees	Annually
Workplace Harassment	All Employees	Annually
Workplace Violence	All Employees	Annually
COVID-19 Screening Declaration	All Employees	Once within first year of employment
Quality & Risk Management	All Employees	Once within first year of employment
Respect Project - Acute Mental Health	All Employees	Once within first year of employment
Respect Project - Indigenous Health	All Employees	Once within first year of employment
Respect Project - Self Awareness	All Employees	Once within first year of employment

**Staff that were fully compliant before December 31<sup>st</sup>, 2022 will receive an additional ballot to the ERW Big Prize!**

As always, these courses are accessible from work or offsite and can be accessed using a computer or 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

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