



NOTIFICATION FOR HUMAN RESOURCES/EDUCATIONAL RESOURCES

✍ If filling out this form electronically...

- Press Tab to go to each field
- Click on the boxes to check/uncheck them

To help facilitate your students' clinical experience at Grace General Hospital, we require the following information from your facility at least one week **prior to the students' arrival**.

Name of Educational Institution: _____

Name of Instructor (on-site): _____ Telephone: _____

Program (please ✓):

<input type="checkbox"/> BN	<input type="checkbox"/> JBN	<input type="checkbox"/> DNA (Accel. RN)
<input type="checkbox"/> Senior Practicum*	<input type="checkbox"/> HUC	<input type="checkbox"/> Other _____
<input type="checkbox"/> HCA*		

Mon. Tues. Wed. Thurs Fri.

Date of Clinical Placement From: _____ to _____
(Please be specific)

Please complete all information, as this will be used by Human Resources for lockers and locker room passes:

Names of Students in this Group (PLEASE PRINT LEGIBLY)	M ♂	F ♀	Ward/Unit Assigned	Student informed as to: (please ✓)		ATTENDING ORIENTATIONS? (Sr. Practicum students only*)
				\$10.00 - EXACT CHANGE (BILLS ONLY) deposit for locker	PHIA CARD TO BE SHOWN	
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No

PLEASE CALL MYRA RAPAJON (837-0391) TO SCHEDULE AN APPOINTMENT FOR LOCKER ASSIGNMENTS. WHEN RETURNING LOCKER PASSES, PLEASE CALL AHEAD (837-0391) OR DROP IN PRIOR TO 1600 HRS.

PRIOR TO STUDENTS' FIRST DAY AT THE GRACE, PLEASE FAX (OR EMAIL) THIS FORM TO BOTH:

Sherri Rothwell, Educational Resources (Fax: 837-0406, Phone: 837-0346, Email: srothwel@ggh.mb.ca) **AND**

Myra Rapajon, Human Resource Services (Fax: 837-0545, Phone: 837-0391, Email: mrapajon@ggh.mb.ca)

*General Orientation is usually held the first Tuesday of every month (unless a holiday). Nursing Orientation takes place Wednesday through Friday following General Orientation. All orientations take place in Conference Room A (Ground Floor). Pre-registration is required. Call Sherri Rothwell for specific dates and to register (837-0346) at least one week in advance of orientation dates.