



## Supervisor Checklist for Nurse (Re)Orientation

Many Ontario Healthy Babies Healthy Children and Nurse-Family Partnership programs are orienting new public health nurses to the team or re-orienting returning nurses. Public health nurses and managers shared their orientation needs and recommendations for staff returning to home visiting. This resource summarizes public health nurses' recommendations for how their supervisors and managers can further tailor individualized orientation plans or augment local agency orientation protocols. Review and consider how these ideas might be relevant and helpful for you and your team.

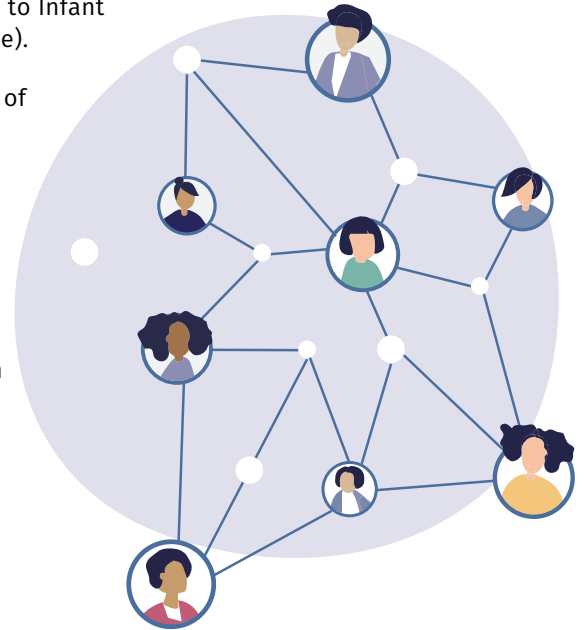
### Welcoming (back) Public Health Nurses

- Determine orientation vs. refresher needs and provide staff with a list of relevant materials to complete or review (e.g., modules, protocols, policies, procedures, and guidelines).
- For returning nurses, develop and share a list of common practices that have been adapted or changed e.g., protocols for virtual home visiting, use of PPE in home visits, postpartum contacts, completion of in-depth assessment by phone or videoconference.
- Ensure that staff have the space, equipment, and access they need whether working from home, community hub, or in-office and are aware of available technology and ergonomic supports.
- Review healthy time management strategies (e.g., block off lunch and break times, schedule adequate time for visit prep, travelling, and documentation).
- Implement a system where returning/new public health nurses are paired up with nurses currently practicing in the program for the purpose of training, support, and/or mentorship.
- Encourage public health nurses and managers to join the [PHN-PREP Community of Practice](#) - an online space to ask questions, share resources, have discussions, and celebrate the innovations and expertise of public health nurses in Ontario's public health home-visiting programs. Email [phnprep@mcmaster.ca](mailto:phnprep@mcmaster.ca) to get set-up as a user.
- Share the PHN-PREP [\(Re\)Orientation Checklist for Public Health Nurses in Home Visitation Programs](#) resource with nurses.



## Planning for Team Connection

- Identify and plan for educational and training needs (e.g., HCD-ISCIS, documentation, NCAST, PIPE, motivational interviewing, Promoting Maternal Mental Health, Keys to Infant Caregiving, responding to mental health and/or intimate partner violence).
- Create a team plan to communicate with community agencies - to notify of program changes and to inquire about community resource availability.
- Schedule regular team meetings (in-person and/or virtual).
- Incorporate group refueling activities (e.g., reflective practices and mindfulness activities).
- Facilitate time for team members to (re)connect and share experiences and tips (e.g., plan virtual coffee breaks/lunches or use a chat function online).
- Share [PHN-PREP events](#) with team or watch past event recordings as a group.



## Scheduling Individual Supervision Sessions

- Meet independently with each returning public health nurse.
- Acknowledge staff experiences during the pandemic response and ask what supports (and time) are needed to facilitate their transition back to home-visiting.
- Schedule regular check-in meetings to assess capacity and needs. Plan for a second meeting after the first month back. Nurses may not be able to identify what supports they need at the beginning of their return, and/or the transition may be more difficult than they expected.
- Be prepared with strategies to address trauma experienced during the pandemic response, (e.g., Employee Assistance Programs, organizational or community resources).

## Taking Care of Self

- Prioritize your own health and emotional needs.
- Identify and practice strategies that support your well-being.
- Schedule regular breaks into your day.
- Regularly connect with a trusted colleague to discuss your challenges and take time to debrief.
- Take time off when needed and accommodate staff requests for time off as possible.



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