



PMH: LTC HCA Skills Day 2024-25

A Hands-On Learning Experience for HCAs working in PCH/Transitional Care

The Clinical Education team is excited to host an in-person skills day for Health Care Aides focusing on a variety of topics relevant to current HCA practice. Topics include:

- Oral Care
- Peri-care (including: catheter & ostomy care, skin care, pressure injury prevention)
- Resident dining experience
- Oxygen application/regulators/concentrators

Dementia care and documentation principles will also be incorporated throughout each main topic.

Come join us for a fun filled, hands on, learning day as we delve deeper into skills and information surrounding these essential areas!

Session Times: 0900-1530

Day	Dates	Location	Registration Deadline Date
Wednesday	June 5 th	Dauphin – St. Paul’s PCH Chapel	May 29 th
Thursday	July 4 th	Swan River – SVHC Boardroom	June 27 th
Tuesday	July 16 th	Neepawa Country Meadows	July 9 th
Wednesday	July 17 th	Dinsdale PCH - Eventide Room	July 10 th
Thursday	July 18 th	Carberry – Clinic Basement Boardroom	July 11 th
Wednesday	August 7 th	Dauphin – CHS Boardroom A & B	July 31 st
Thursday	August 8 th	Russell HC - Basement Conference Room	August 1 st
Friday	August 9 th	Birtle HC – Boardroom	August 2 nd
Tuesday	August 27 th	Reston Willowview – Basement Boardroom	August 20 th
Wednesday	August 28 th	Killarney – Multi Purpose Room	August 21 st
Thursday	August 29 th	Neepawa - Country Meadows	August 22 nd
Wednesday	September 25 th	Viriden - Viriden HC Boardroom	September 18 th
Thursday	September 26 th	Fairview PCH – Boardroom	September 19 th
Tuesday	October 29 th	Fairview PCH – Education Room	October 22 nd
Wednesday	October 30 th	Rideau PCH - Boardroom	October 23 rd

Session Details:

- **Registration** for this course is online, please visit S.P.O.T. at <https://sharedhealthmb.learnflex.net/>
- Once logged in, type the keyword “HCA” into the Search box. Select the course called “PMH: LTC HCA Skills Day 2024-25”.
- Please see S.P.O.T. instructions and registration email for further supplementary information.
- PMH HCAs working in PCH/Transitional Care who attend this training will be paid 6 hours to attend. Casual Staff will be paid at the discretion of the site manager.
 - Reminder to complete the [PMH153 – Employee Request for Leave or Shift Interchange](#) form requesting a “Paid In-Service” and submit to your manager prior to registration.
- **Mileage will be paid from your base site according to PMH Mileage Chart and Collective Agreement amounts. Carpooling is encouraged.**
- Beverages & lunch will be provided. Notify clinicaleducation@pmh-mb.ca if you have any food restrictions.
- **To claim expenses**, complete [PMH132 – Clinical Education Expense Form](#) and forward with original or clear copies of receipts. Can be sent via interdepartmental mail on the Lab Truck – PMH Tri-Lake Health Centre, Killarney, Attention: Clinical Education, Fax – 204-523-8948 or email form as attachment to clinicaleducation@pmh-mb.ca
- Refer to [PMH133 – Clinical Education Course Quick Reference Guide](#) for further guidance.
- **Cancellation** from course **must be done no later than 2 weeks prior** to the course. *Cancelling out of any session as early as possible allows for waitlist participants to register.*
 - **Cancel by logging into the PMH LMS S.P.O.T.** Select ‘Learning Plan’. Select the course **Cancel** button (this will not be visible/ available if deadline has passed).
 - If session registration/cancellation deadline has passed, cancel by emailing clinicaleducation@pmh-mb.ca
 - Failure to cancel from a session using one of these steps will result in a permanent incomplete/unattended record in your S.P.O.T. Learning History.

If you have any questions, contact Clinical Education @ 204-523-3241 or clinicaleducation@pmh-mb.ca