



WEBSITE MANUAL

Nursing Student Orientation The Hospital for Sick Children

The Hospital for Sick Children is a health care, teaching and research centre dedicated exclusively to children; affiliated with the University of Toronto
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What you will learn in this information package:

- How to navigate the SICK KIDS Student Nursing Orientation Website.
- How to print the contents of SICK KIDS Student Nursing Website (only if absolutely necessary).
- How to use the SICK KIDS Student Nursing Website efficiently and effectively.
- How to download Adobe Acrobat.
- Nursing student orientation website post-test.
- Nursing student orientation evaluation.

What you should do before you read these instructions

1. Make sure you have access to the Internet.
2. Launch your Internet Browser, i.e. Internet Explorer.

Introduction

Nursing Student Orientation Website at The Hospital for Sick Children is designed for nursing students who are enrolled in an academic program and are pursuing a clinical practicum at The Hospital for Sick Children.

The program is intended to provide students with essential information about hospital resources, standards and policies that relate to both the hospital and to nursing services, and selected paediatric-nursing skills.

The website contains educational materials relevant to the practice of paediatric nursing and to practicing nursing at the Hospital for Sick Children.

At any time during your online orientation, if you require further assistance, you may contact Lara Pietrolungo, RN MN, Nurse Educator at 416.813.6752 or via email lara.pietrolungo@sickkids.ca.

Exploring the Website

Navigation Instructions

1. Type the following website address into the browser that you use to view websites on the Internet, i.e. Internet Explorer or Netscape Navigator and press enter.
 - ❑ <http://www.sickkids.on.ca/nursing/nursingresearch/students/index.htm>
 - ❑ To save time typing in the long address, add the address to your **Favorites** (Internet Explorer): Hit **Ctrl** and **D** on your keyboard at the same time or **Bookmarks** (Netscape Navigator).
2. The following login screen will appear (**Figure 1**).



Figure 1

3. Type in the following information then press enter. The main screen of the website will open. The words below are lowercase and uppercase letters and must be type in **exactly** as below or you will not have access to the website.
4. **User Name: nursing Password: Webdownload123**
5. You can navigate to any of the pages in this website by moving your mouse over the **SICK KIDS Student Nursing Menu (Figure 2)** on top of each page.

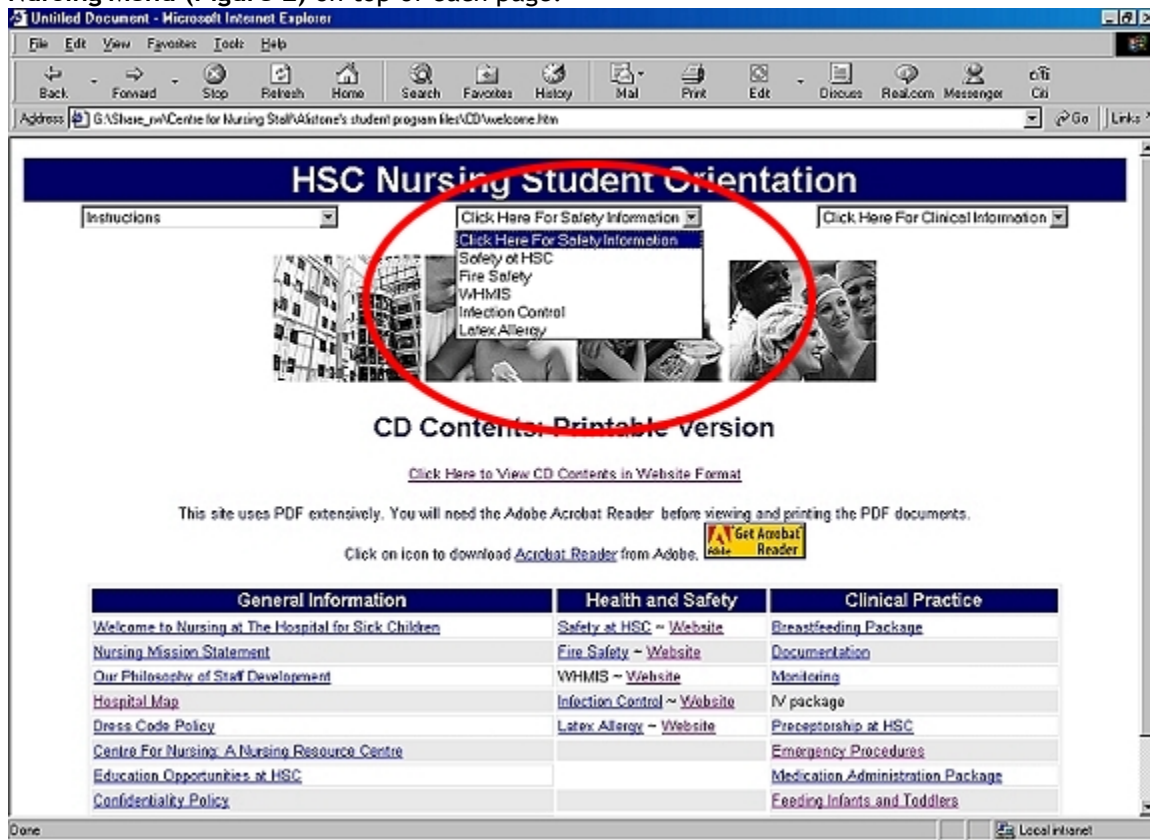


Figure 2

6. When the menu opens-up you will find a list of related links. Just click on any of the links and you will be taken to the indicated pages.
7. You can navigate to the printable version of each page at any time by clicking "General Links", then clicking the "Printable Version" (Figure 3) menu item in the SICK KIDS Student Nursing Menu on top of each page.

Figure 3



- Some sections will have sub-menus (Figure 4), these sub-menus are utilized to view subsections of the page you are currently in. Click the down arrow (Figure 5) and the list of links will drop-down. Click (Figure 6) on any of the links and you will be taken to the indicated page.

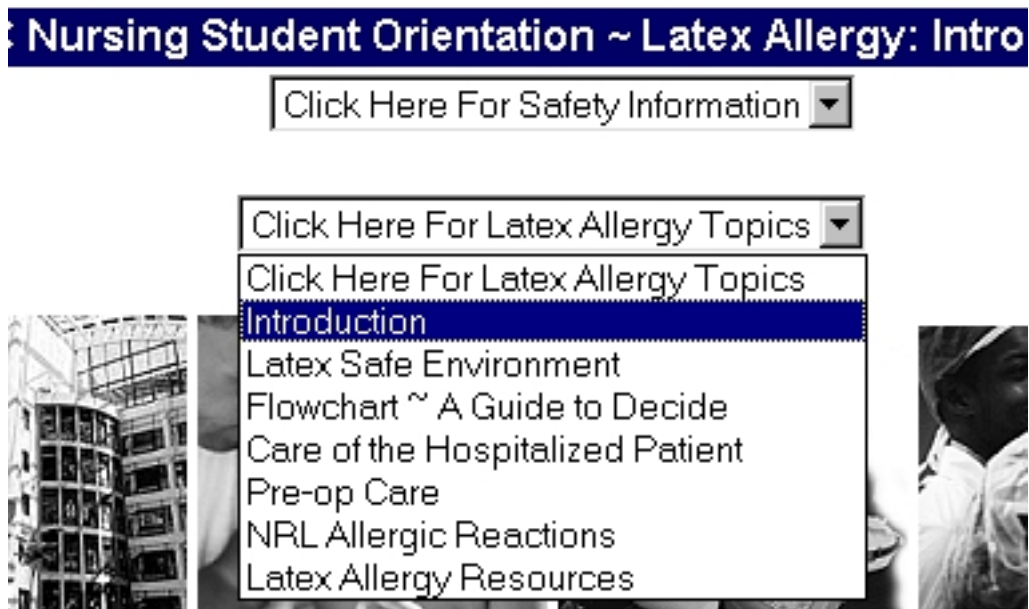
Figure 4



Figure 5



Figure 6



How to Use the Website Efficiently and Effectively

IMPORTANT NOTICE: Please note that the questionnaire in the following section “How do I Use This Website” has been replaced with the post-test in this manual on pages 8, 9 and 10. Once you complete the website post-test, please submit it to your Nurse Educator.

Please do not print this questionnaire as directed on this site. Instead, please complete the website post-test included on pages 8, 9 and 10 of this manual and submit it to your Nurse Educator.

Navigation Instructions

- To view all of the items in each drop-down menu, located at the top of each page, click the down arrow to the right of each menu.
- When the menu opens up you will find a list of related links. Just click on any of the links and you will be taken to the indicated page.
- You can navigate to the printable version of each page at any time by clicking the "Printable Version" menu item in the first menu titled "Click Here For General Information".
- In the same menu you can reach the instructions page.
- Some sections will have sub-menus similar to the main drop-down menus. The sub-menu's are utilized in exactly the same manner as the main drop-down menu's. Just click on any of the links and you will be taken to the indicated page.

[Top](#)

How Do I Use This Website?

- There is no set sequence to viewing the contents of this Website, but the order listed in the questionnaire is provided as a guide.
- Before you start, print a copy of the questionnaire that came with this Website and use the outlined sequence to answer the questions as you navigate through the Website.
- **At any time you may view any section of the Website.**
- **Print the pages in this Website only if absolutely necessary.**
- The most efficient way to utilize the information in this Website is to view the contents as webpages and go to the "Printable Format" page if you think it is absolutely necessary to print a particular page.
- **This website can be view from your home; at your school; and/or at The Hospital for Sick Children.**
- Remember it will cost quite a bit on \$ to print all of the pages in this website.

[Top](#)

How to Download Adobe Acrobat Reader

Go to the Adobe Acrobat Reader website:

<http://www.adobe.com/products/acrobat/readstep2.html>

<http://www.sickkids.ca/Nursing/nursingresearch/students/printable.htm>

Additional Notes:

1. There is no set sequence to viewing the contents of this Website.
2. At any time you may view any section of the Website.
3. Print the pages in this Website only if **absolutely necessary**.
4. The most efficient way to utilize the information in this Website is to view the contents as web pages and go to the **Printable Format** page if you think it is absolutely necessary to print a particular page.
5. This website can be view from your home; at your school; and/or at The Hospital for Sick Children.
6. Remember it will cost you quite a bit of \$ to print all of the pages in this website.

How to Download Adobe Acrobat

This site uses PDF extensively. You will need the Adobe Acrobat Reader™ before viewing and printing the PDF documents included in the website. In the website menu navigate to the **Printable Version** page and click on Adobe Acrobat Reader™ icon (**Figure 7**) to download Acrobat Reader™ from Adobe™.



Figure 7

Follow the following steps to download the latest version of Adobe Acrobat Reader™

Go to the Adobe Acrobat Reader website: <http://www.adobe.com/products/acrobat/readstep2.html>

When you get to the page enter the following information:

Step 1:

Language: English

Platform: Choose the platform that you use, i.e. Win 98, Win 95

Location nearest you: USA

Step 2:

Skip this section

Step 3:

Click the "DOWNLOAD" and follow instructions.

Below you will see a screen capture of the page that you will see when you click the above link:

Figure 8

The screenshot shows the "Download Adobe Acrobat Reader" page. On the left, there are sections for "Important information" and "International options", each with a list of links. The main content area is titled "Download Adobe Acrobat Reader" and contains text about the software being free and the license agreement. Below this is a form with three steps: Step 1 (Language, Platform, Location), Step 2 (Optional offers), and Step 3 (Download button). Red annotations include: "Click here and select: 'Win 98'" pointing to the Platform dropdown; "Click Here" pointing to the DOWNLOAD button; and "Do not fill-in Step 2" pointing to the Step 2 section.

Important information

- [Text-only download page](#)
- [Distributing Acrobat Reader](#)
- [System requirements](#)
- [Windows XP recommended upgrade procedure](#)
- [Troubleshooting](#)
- [Acrobat Reader for mobile devices](#)

International options

- [Asian font packs](#)
- [Acrobat Reader ME \(Middle Eastern\)](#)
- [Acrobat Reader CE \(Central, Eastern European\)](#)

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To download Acrobat Reader for personal use, follow the steps below.

Step 1

Select an Acrobat Reader version.

Language:

Platform:

Location nearest you:

Include option for searching PDF files and accessibility support (longer download)

Macintosh: [.bin or .hqx?](#)

Step 2 (Optional)

If you would like more information from Adobe or our partners, please check one or both of the boxes below.

Notify me about Adobe software and offers

Allow others to send me special offers

[Full privacy policy](#)

Name:

E-mail address:

Country:

Step 3

For personal use:

The version of Acrobat Reader you are downloading: unavailable

The download file size is: unavailable

Click here and select: "Win 98"

Click Here

Do not fill-in Step 2

Nursing Student Orientation Website Post-Test

Please read through the nursing student orientation website and use it to answer the following questions. Return the completed post-test to your nurse educator.

Short Answer

1. When setting monitor limits for heart rate where should the upper and lower limits be set?
2. How is “culture” defined at SICK KIDS?
3. Why do children have a faster respiratory rate than adults?
4. What are the purposes of WHMIS?
5. Name three pieces of information that you would find on the “Material Safety Data Sheets”.
6. When unsure about what medications can be transferred to the baby through breast milk, and what the effects on the baby are, who can the mother call?
7. What are the four types of confidential information?

True or False

1. At SICK KIDS a nursing admission record must be initiated within 8 hours and completed within 36 hours.

T F

2. An illegible note can be rewritten as long as the original note is kept and the new note is labeled as such.

T F

3. One of the SICK KIDS family centred care standards is “recognizing family strengths and individuality and trying to change different methods of coping”.

T F

4. Infants under 6 months of age will not automatically open their mouths to breathe when their nose is occluded.

T F

5. It is appropriate to use monitor readings to record the heart rate and respiratory rate of a patient when doing vital signs.

T F

6. At SICK KIDS IV solution bags must be changed every 72 hours.

T F

7. At SICK KIDS a code blue is called when there are signs of impending or actual cardiac and/or respiratory arrest.

T F

8. As part of the infection control program all visitors < 12 years of age must be screened

T F

Multiple Choice

1. At SICK KIDS a code blue is called by:
 - a) dialing 5555 and stating the location of the code
 - b) dialing 25 and stating the location of the code
 - c) pushing the red emergency button at the patient's bedside
 - d) pushing the "code 25" button in the nursing station
 - e) both b and d

2. Upon discovery of smoke or fire at SICK KIDS one should follow the acronym:
 - a) PASS
 - b) REACT
 - c) CALM
 - d) CODE RED

3. During a code green, which of the following occurs?
 - a) The fire alarm signal will sound at 60 chimes per minute.
 - b) The "in-charge" person will wear the emergency response vest
 - c) Code Green will be announced followed by the location or area to be evacuated.
 - d) All of the above
 - e) b and c only

4. Babies are ready to start taking iron-enriched infant cereal at:
 - a) 2-3 months of age
 - b) 4-6 months of age
 - c) 7-9 months of age
 - d) 10-12 months of age

5. When preparing for a latex allergic patient on your unit you should:
 - a) Order a latex free kit
 - b) Put a latex allergy sign on the patient's bed and door
 - c) Flag the chart and KIDCOM system
 - d) Make a red allergy bracelet for the patient
 - e) All of the above

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4. We have a number of formats for student placements at SICK KIDS (e.g., preceptor with one student working on a unit/placement area, clinical instructor with several students, and preceptor with one student who “follows the patient”).

a) Which format were you involved with?

- Preceptor with one student (working on a unit/placement area)
- Clinical instructor with several student

b) Did you like this format?

Yes ____ No ____

c) Why or why not?

5. Do you feel that your preceptor was able to help you meet your learning objectives? Why or why not?