

Each year, Our People are required to honor an important commitment: completing their Core Curriculum education modules within a specific period. This helps to ensure that we maintain a safe and healthy environment for Our Patients and Our People.

Timelines for Completion are:

- New Staff, Volunteers and Students - **within two weeks of start date**

Where to Complete Your Courses:

- You are welcome to complete these courses on your own home laptops/computers (tablets, ipads, smartphones, **may** work)
- In the Health Sciences Resource Centre (Library East Level 1) - students have swipe access should the library be closed during your shift.

INSTRUCTIONS:

- **Click** each course name below to open a new window and start the course.
- When you are finish the course, you will want to come back to this page, but you may still need to close the course window.
- You will need to keep track of the courses you complete as you work through the list.
- **It is recommended that you use [Google Chrome](#) as your internet browser to access these courses.**



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- These courses will work on a tablet, however they are designed for a computer screen.
- Once you start a course you will need to complete it to ensure it tracks as complete.

PLEASE DO EACH COURSE ONLY ONCE.

Near the beginning of each course (except Code of Conduct), you will be asked to enter your **name** and **school, and last 4 digits of your phone number**. When the course is complete, you will see a similar screen saying you are done. This will indicate that the course has been tracked as completed.

COURSES FOR ALL STUDENTS

1. [Accessibility Customer Service Standards](#)
2. [Civility, You, and Southlake](#)
3. [Code of Conduct](#)
4. Emergency Codes
 - a. [Part 1](#)
 - b. [Part 2](#)
 - c. [Part 3](#)
5. [Infection Prevention and Control](#)
6. [Incident Reporting](#)
7. [Occupational Health and Safety Awareness](#)
8. [Ontario Human Rights Code](#)
9. [Privacy](#)
10. [WHMIS](#)
11. [Workplace Hazards Awareness](#)

Supported Internet Browsers: Chrome is recommended

Internet Explorer or Edge are not recommended as some courses might not work/display properly

Accessing the courses with a tablet/ipad will work. Using a cell phone is not recommended.