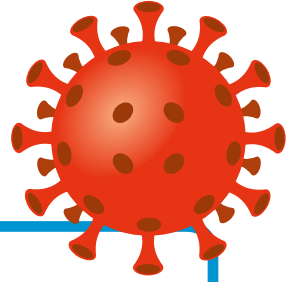


## MY SAFE PROFESSIONAL PRACTICE DURING THE COVID-19 PANDEMIC A FEW IMPORTANT ACTIONS

On March 21, during the public health crisis in Quebec, the Health Minister signed a ministerial order that allows it to temporarily change some of healthcare professionals' working conditions. The employer will be able to assign employees tasks from another job title, in another centre of activities or in another place (including outside of the institution).<sup>1</sup> The FIQ is currently holding discussions with the government to minimize the impacts of these changes on healthcare professionals' daily life.



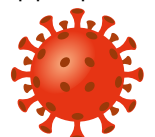
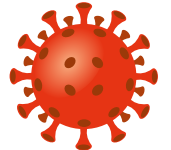
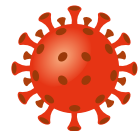
### IMPORTANT

This checklist is intended to provide useful information for practicing during the COVID-19 pandemic, especially if you are asked to practice in a new centre of activities (including in a modular unit outside of the institution). If you notice that you don't have access to measures of protection, orientation, information, clinical support, necessary material and training, or if you have any other questions, please contact your local union team or visit <http://www.fiqsante.qc.ca/covid19/> for more information.

**IF AT ANY TIME you believe you have contracted the coronavirus or have been exposed to the virus, quickly notify your employer and feel free to call your local union representatives.**

### SAFETY IS THE PRIORITY

- I am learning how to use the personal protective equipment available in this care setting. I follow the recommendations on how to use it and follow the infection prevention and control measures.  
*What personal protective equipment is appropriate for COVID-19? Visit <http://www.fiqsante.qc.ca/covid19/> for the most up-to-date information.*  
*If the material required for my protection isn't available, I will notify my immediate superior and read the most recent information posted by the FIQ on the right to refuse. We also encourage you to use and advocate for your clinical judgement.*
- I am taking the training offered on COVID-19 and on the protective measures offered by the employer. I notify my union team if no training is provided.
- I know the institution's procedures in the event of staff contamination.
- I report all work accidents and exposure to the virus.  
*The webpage <http://www.fiqsante.qc.ca/covid19/> explains what to do if a healthcare professional is infected at work.*
- I adapt my care techniques based on recommendations related to COVID-19.
- I speak up if the care team on site isn't properly staffed in number or composition to provide safe care. If necessary, I will speak up about what professional staff or support is needed to facilitate taking care of patients.
- I evaluate my level of fatigue so as to prioritize safe work. I take the measures necessary, as needed.  
*The FIQ's publication Overtime includes a checklist (p. 4) you can use to assess your ability to do overtime, which can be useful in the current situation: [http://www.fiqsante.qc.ca/wp-content/uploads/2017/01/2017\\_-\\_Depliant\\_heures\\_supplementaires\\_FR.pdf?download=1](http://www.fiqsante.qc.ca/wp-content/uploads/2017/01/2017_-_Depliant_heures_supplementaires_FR.pdf?download=1)*
- I make sure that the physical areas are clean, safe and allow me to provide the care and services required.
- I defend patients' rights and interests and let the manager know if the care setting is not appropriate for a particular patient.
- I communicate with the Employee Assistance Program for any psychological support needs within the context of the COVID-19 pandemic.



<sup>1</sup> For the duration of the declared public health crisis, according to prerequisite conditions stipulated in the 2020-007 ministerial order, as long as an employee meets the normal requirements for the task, and that there is compliance with professional laws, including the code of ethics.

# CHECKLIST

## ADJUSTING A PROFESSIONAL PRACTICE

- I identify the reserved activities I feel comfortable performing, the care I provide the most often and the specific training I have taken in the last few years.

The FIQ's *Our Reserved Activities* publication can be used as a reminder of each team member's scope of practice: <http://www.fiqsante.qc.ca/wp-content/uploads/2017/04/GuidePoche-Activites-Reservees-ENG-web.pdf?download=1>

- I take all ongoing training (offered by the institution or my professional order) that is useful for moving to another work setting and I voice my training needs based on the patients I treat.

- I am familiarizing myself with the institution's collective prescriptions and medical protocols, especially those related to COVID-19.

- I will take the orientation program I was offered as soon as possible.

- I find out who my union team is and how to contact them if need be.

- I am familiarizing myself with the clinical tools and material at the centre of activities; I identify all relevant tools that are missing.

- I have access to the information and procedures for processing samples and symptomatic patients.

- I make known any protocols or collective prescriptions I need to provide care.

- I identify how my team and I can pool our complementary skill sets and collaborate for providing care (specific expertise).

- I assess the requests I receive to perform care activities; are they outside of my scope of practice? If possible, I will call on a colleague for care activities for which I don't have training or the necessary experience. I make sure not to overstep my scope of practice and inform my immediate superior of any needs that my current team cannot fulfil.

- I consult the clinical support resources (care counsellor nurse, IPAC nurse, SNP) as needed.

- I identify the doctor or SNP I can call on, if need be.

- I continue to follow my code of ethics and fulfil my professional documentation obligations, i.e., filling out files. I record all prescriptions prescribed verbally or by phone in the file.

- I take note of communication methods for shift overlaps and between the healthcare institution and this care setting (if outside of an institution).

- I consult a healthcare professional in a mentor role in the care setting if available.

The FIQ, like your local union team, will continue to provide you with support throughout this public health crisis. Feel free to contact us at: <http://www.fiqsante.qc.ca/nous-joindre/syndicats-affilies/>



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