Sample HCSW in Emergency Orientation Schedule:

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| **Week One:*** **22.5 hours of online HCSW curriculum**
* **~5.5 of other online required learnings**
* **1 hour Getting Started Webinar (optional)**
* **3 hours of Acute Care Education Session**

**Total of ~ 31 hours of online learning.** | * **Day One, Two, Three, and Four (virtual/at home):**
	+ HCSW attends a *Getting Started Webinar* (hosted by a member of the HCAP team)
	+ HCSW completes online LearningHub learnings:
		- *Provincial HCSW LearningHub Curriculum*
		- New Employee Required Learnings
		- 3-hour Acute Care Education Session (hosted by LPN educators)
		- FHA Meditech EMR
		- FH Falls and Injury Reduction
		- Any other online required learnings
* **Day Five (on-site):**
	+ HCSWs arrive on site for in-person orientation:
		- Meet with CNE (or designate) to review the *Health Care Support Worker (Acute) Welcome and Required Learning Checklist*
		- Complete a walkthrough of the worksite; following the checklist
		- Incorporate any unit-specific new employee processes
		- Socialize the HCSW to the department
	+ HCSW reports to CNE (or designate) to receive daily schedule and buddy shift pairing
	+ Buddy shift for the remainder of the shift

**NOTES**:* The HCSW must attend one mandatory 3-hour virtual educational session provided by the LPN educator that outlines the required learnings for their role within the emergency room.
	+ If HCSW unable to attend from home, the HCSWs may require the use of a small conference room or a quiet space to attend during their on-site orientation shifts
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| **Week Two:*** **~ 4 hours of on-site orientation**
* **~ 10 – 20 hours of buddy shifts**
 | * **Day One:**
	+ HCSW reports to CNE (or designate) to receive a buddy shift pairing
	+ Buddy shift and further completion of the *Health Care Support Worker (Acute) Welcome and Required Learning Checklist*
* **Day Two:**
	+ HCSW reports to CNE (or designate) to receive a buddy shift pairing
	+ Buddy shift and further completion of the *Health Care Support Worker (Acute) Welcome and Required Learning Checklist*
* **Day Three:**
	+ HCSW reports to CNE (or designate) to receive a buddy shift pairing
	+ Buddy shift and further completion of the *Health Care Support Worker (Acute) Welcome and Required Learning Checklist*
* **Day Four:**
	+ HCSW reports to CNE (or designate) to receive a buddy shift pairing; OR
		- HCSW to begin regular supernumerary shifts following the scope of practice and Can/ Cannot Do List. PCC (or designate) to provide schedule and assignment for the day
* **Day Five:**
	+ HCSW reports to CNE (or designate) to receive a buddy shift pairing; OR
		- HCSW to begin regular supernumerary shifts following the scope of practice and Can/ Cannot Do List. PCC (or designate) to provide schedule and assignment for the day
	+ HCSW to complete any outstanding checklist or buddy shift items.

**NOTES**:* + Possible virtual check-in between HCSWs and LPN educator (or designate) at the end of the week to debrief/review learnings.
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| **Week Three:** | * **Day One:**
	+ PCC (or designate) to greet HCSW and provide schedule and assignment for the day
	+ HCSW begins regular supernumerary shifts following the scope of practice and Can/ Cannot Do documents
* **Remaining days of the week:**
	+ HCSW continues work assignment following the scope of practice and Can/Cannot Do documents
	+ HCSW to complete any outstanding checklist or buddy shift items.
	+ HCSW to pursue learning opportunities as appropriate

**NOTES:*** + Possible virtual check-in between HCSWs and LPN educator (or designate) at the end of the week to debrief/review learnings.
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| **Week Four:** | * HCSW continues work assignment following the scope of practice and Can/Cannot Do documents
* HCSW to pursue learning opportunities as appropriate
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| **Week Five and beyond:** | * HCSW continues work assignment following the scope of practice and Can / Cannot Do List
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