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| Welcome to the First Phase of the Health Career Access Program! Completing this program is the first step in your journey of [working in the health care sector](https://www2.gov.bc.ca/gov/content/employment-business/job-seekers-employees/find-a-job/health-care). The activities below need to be completed prior to you working independently, within the health care delivery team.   1. Sign-up for a Learning Hub Account [here](https://learninghub.phsa.ca/Learner/Home) 2. When verifying your account, select “**Health Organization Employee”** as the account type. 3. Select **“Fraser Health”**. Enter your **employee number** if you have one. If not, then go back to Learning Hub when you receive your employee number to update your profile. 4. Log on to the LearningHub [here](https://learninghub.phsa.ca/Learner/Home) 5. Enroll in the first available [Getting Started Webinar for Health Care Support Workers in Acute Care](https://learninghub.phsa.ca/Courses/28895/getting-started-webinar-for-health-care-support-workers-in-acute-care) (1 hr) to learn more about your first steps. *This is voluntary but highly recommended*. 6. Enroll in the first available [Education Session for Health Care Support Workers in Acute](https://learninghub.phsa.ca/Courses/28894/education-session-for-health-care-support-workers-in-acute) (3 hrs). 7. Enroll in [Curriculum: Provincial Standard Health Care Support Worker Orientation Program](https://learninghub.phsa.ca/Courses/24230/curriculum-provincial-standard-health-care-support-worker-orientation-program) (22.5 hrs). 8. Enroll in [Fraser Health Falls and Injury Reduction – Acute Care (Online)](https://learninghub.phsa.ca/Courses/17002/fraser-health-falls-and-injury-reduction-acute-care-online) (12 min) 9. Enroll in [FHA Meditech – Enterprise Medical Record (EMR) (Online)](https://learninghub.phsa.ca/Courses/19044/fha-meditech-emergency-department-management-basic-online) (1 hr 10 min)   ⬜ When completed, email certificates of completion to your payroll clerk (the CNE will let you know who this is) |
| If you are a new employee of Fraser Health, you are required to complete:  1. [The Fraser Health New Employee Required Learning](https://learninghub.phsa.ca/Courses/24631/fraser-health-new-employee-required-learning) (4 hrs)   ⬜ When completed, email certificate of completion to your payroll clerk (the CNE will let you know who this is) |
| 3. Throughout your orientation, complete the additional safety items on this checklist. Check-off the items as you complete them. This checklist is for you to keep track of your own learning; you do not need to share it with anyone.   |  |  |  | | --- | --- | --- | | ADDITIONAL SAFETY RESOURCES FOR HCSW IN ACUTE | | | | ⬜ | [Mental Well-Being During COVID-19](http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/mental-well-being-during-covid-19) | 15 min | | ⬜ | [BC COVID-19 Symptom Self-Assessment Tool](https://bc.thrive.health/) | 10 min | | ⬜ | [BCCDC Hand Hygiene](http://www.bccdc.ca/health-info/prevention-public-health/hand-hygiene) | 10 min | | ⬜ | [BCCDC Respiratory Etiquette](https://www.cdc.gov/flu/professionals/infectioncontrol/resphygiene.htm) | 5 min | | ⬜ | [BCCDC COVID-19 – stop the spread](http://www.bccdc.ca/Health-Info-Site/Documents/COVID19_Poster_002_English.pdf) | 5 min | | ⬜ | [BCCDC COVID-19: Hospital and critical care](http://www.bccdc.ca/health-professionals/clinical-resources/covid-19-care/clinical-care/hospital-and-critical-care) | 15 min | | ⬜ | [BCCDC COVID-19: 9 Steps to Take Off Personal Protective Equipment](http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_MOH_BCCDC_Doffing.pdf) | 5 min | | THE RESOURCES BELOW MUST BE ACCESSED FROM A FRASER HEALTH COMPUTER: | |  | | ⬜ | [Respectful Workplace Policy](https://pulse/clinical/dst/DST%20Library/Respectful%20Workplace%20-%20Policy/Policy.pdf) | 15 min | | ⬜ | [Professional Image Policy](https://pulse/clinical/dst/DST%20Library/Professional%20Image%20-%20Policy/Policy.pdf) | 10 min | | ⬜ | [Scented Products Policy](https://pulse/clinical/dst/DST%20Library/Scented%20Products%20-%20Policy/Policy.pdf) | 5 min | | ⬜ | [Workplace Health and Safety Policy](https://pulse/clinical/dst/DST%20Library/Workplace%20Health%20and%20Safety%20-%20Policy/Policy.pdf) | 15 min | | ⬜ | [Hand Hygiene Policy](https://pulse/clinical/dst/DST%20Library/Hand%20Hygiene%20-%20Policy/Policy.pdf) | 10 min | | ⬜ | [Influenza Control Program](https://pulse/clinical/dst/DST%20Library/Influenza%20Control%20Program%20-%20Policy/Policy.pdf) | 5 min |  |  | | --- | | 1. While on-site, complete the Department of Health and Safety Orientation Checklist     ⬜ Complete the checklist while on site and submit to your payroll clerk (the CNE will let you know who this is) | | 1. Violence Prevention Classroom session   Visit the following learning hub link and discuss with your manager (or delegate) the best date and time to enroll. <https://learninghub.phsa.ca/Courses/14898/violence-prevention-pvpc-classroom-fraser-health> ⬜ Once completed, send an electronic copy to your payroll clerk (the CNE will let you know who this is) | |

If you have additional questions or would like to learn more about the Health Career Access Program (HCAP), please visit the [Fraser Health - Health Career Access Program webpage](https://www.fraserhealth.ca/health-topics-a-to-z/hcap#.Yq0fOSfMKUk) or email [HCAP@fraserhealth.ca](mailto:HCAP@fraserhealth.ca).