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|  | Health Care Support Worker (Acute) Welcome and Required Learning Checklist | | | | | |
| **Manager (or delegate) supporting onboarding:** | | | | | | |
| **Technology and Access** | | | | | | |
| Employee Name: | | | | Employee ID: | | |
| * Do I know how to access my Fraser Health email on and off site? * Do I have my user name and password? | | | | * Have I received my [Photo ID](https://pulse/work-essentials/photo-id-access/Pages/default.aspx) ? * Does my photo ID allow me to access my specific worksite? | | |
| * Do I have a Learning Hub Account * Have I completed [Learning Hub verification](http://learninghubhelp.phsa.ca/my-profile/set-up-a-learninghub-account) and [merged accounts](http://learninghubhelp.phsa.ca/my-profile/manage-my-profile/merge-accounts) if I have more than one? | | | | * Do I know what to access on the Fraser Health Pulse and how to find it? | | |
| * Do I know how to print documents and add a printer?  Printer number: | | | | * Do I know how to access Meditech and the EDM tracker? | | |
| **Key Team Members and Resources** | | | | | | |
| * Who is my Manager: Contact information: | | | | | * Who is my Site educator lead (CNE):   Contact information: | |
| Where do I find the resources I need to do my job:   * Printed (i.e. binder or other) * Personnel (i.e. Clinical Resource Nurse, Patient Care Coordinator, Flow Coordinator, etc.): * Any questions about buddy shifts? * Any questions about orientation? | | | | | What is my direct work site phone number? | |
| Who is my Mentor/Buddy for orientation? | |
| **Key Locations** | | | | | | |
| * Where is the Sign in Sheet? * Where do I find parking? What about a [parking pass](https://pulse/work-essentials/parking/Pages/default.aspx)? * Where are supplies located (office and clinical)? * Where are Lunch and Washroom facilities? * Are any access codes needed? (e.g. Photocopier code, door code) * Do I know where to find PPE and hand hygiene stations? | | | | | | |
| **Scheduling Information** | | | | | | |
| * Who is my Time keeper/payroll clerk: * How do I contact them: | | | | | | * How do I call in sick? [EARL process](https://www.fraserhealth.ca/employees/employee-resources/employee-absence-reporting-line#.YCFz302Ww2x) 604-605-3275 |
| Scheduling process:   * Shift length (start times) * Where do I find my upcoming schedule? * How to submit time off requests? * Do I know when I am working next? | | | | | | |
| **Pay and Benefits** | | | | | | |
| * How do I access [myFHinfo](https://myfhinfo.fraserhealth.org/myFHInfo/SignIn.aspx) and what information do I find there? * Where do I find my [pay](https://pulse/employee-resources/pay/Pages/default.aspx) stub? * Where do I find my [benefit](https://pulse/employee-resources/benefits-pension/Pages/default.aspx) information? | | | | | | |
| **Department/Unit Communication** | | | | | | |
| * Where do I report when I come on shift? * Where and when are daily staff huddles held? * How do I report a problem? * How do I report a Patient Safety concern or incident? * How do I contact [service desk](https://pulse/work-essentials/computers-technology/pages/contact-service-desk.aspx) to troubleshoot technological issues (ex: phone, computer, access)? | | | | | | |
| **Policies** | | | | | | |
| * What key policies are applicable to my work? | | * I know where to find these policies located on the FHpulse | | | | |
| **Have I reviewed applicable policies (examples):** | | | | | | |
| **Department Specific Procedures** | | | | | | |
| * Do I know how to manage an emergency in my worksite? * Have I reviewed the [OH&S checklist](https://pulse/work-essentials/health-safety/Documents%20%20NEO/Department%20Health%20and%20Safety%20Orientation%20checklist.pdf)? * Am I aware of applicable codes? Ex. Code Blue, Yellow etc. | | | Do I know how to find information for:   * + Security codes of building or space * Am I aware of FH’s COVID-19 Policies and Protocols? * Am I aware of FH’s image policy? | | | |
| **Required Learning** | | | | | | |
| For new employees to Fraser Health:   * New Employee Required Learning Curriculum   Learning Hub Course ID [24631](https://learninghub.phsa.ca/Courses/24631/fraser-health-new-employee-required-learning)   * Violence Prevention  Learning Hub Course ID [7558](https://learninghub.phsa.ca/Courses/7558/provincial-violence-prevention-for-medium-and-high-risk-departments-8-modules) PVPC Classroom Learning Hub Course ID [14898](https://learninghub.phsa.ca/Courses/14898/violence-prevention-pvpc-classroom-fraser-health) | | | Other required Education:   * Fraser Health Falls and Injury Reduction- Acute Care Learning Hub Course ID [17002](https://learninghub.phsa.ca/Courses/17002/fraser-health-falls-and-injury-reduction-acute-care-online) * FHA Meditech - Enterprise Medical Record (EMR) (Online) Learning Hub Course ID [19044](https://learninghub.phsa.ca/Courses/19044/fha-meditech-emergency-department-management-basic-online) * Indigenous Cultural Safety Training for Emergency Departments Learning Hub Course ID [26654](https://learninghub.phsa.ca/Courses/26654/cultural-safety-training-for-emergency-departments) * ATV Training (to be arranged with support from CNE) | | | |