|  |  |
| --- | --- |
|  | 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 CareLearning 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 DepartmentsLearning 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)
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