Sample HCSW in Emergency Orientation Schedule:

|  |  |
| --- | --- |
| **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 |
| **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. |
| **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. |
| **Week Four:** | * HCSW continues work assignment following the scope of practice and Can/Cannot Do documents * HCSW to pursue learning opportunities as appropriate |
| **Week Five and beyond:** | * HCSW continues work assignment following the scope of practice and Can / Cannot Do List |