

# Orientation

## Interdisciplinary Clinical Leader

To be Reviewed	Completed
Role of ICL	
Review of Clinical Caseload	
Current issues/projects within program	
Role of Assistant(s)	
Computer Access	
<ul style="list-style-type: none"> <li>• Help Desk 473-3399</li> </ul>	
<ul style="list-style-type: none"> <li>• SAP/ESS</li> </ul>	
<ul style="list-style-type: none"> <li>• Voicemail (personal and distributions)</li> </ul>	
<ul style="list-style-type: none"> <li>• Paging system</li> </ul>	
<ul style="list-style-type: none"> <li>• Outlook Email System</li> </ul>	
<ul style="list-style-type: none"> <li>• HPF</li> </ul>	
<ul style="list-style-type: none"> <li>• WEB 1000</li> </ul>	
<ul style="list-style-type: none"> <li>• Acute Care Database (OT)</li> </ul>	
<ul style="list-style-type: none"> <li>• Star</li> </ul>	
<ul style="list-style-type: none"> <li>• LMS               <ul style="list-style-type: none"> <li>○ CPR</li> <li>○ My Leadership</li> <li>○ 4 Moments of Hand Hygiene</li> <li>○ Patient Safety</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• Vacation Calendar</li> </ul>	
<ul style="list-style-type: none"> <li>• CH Website</li> </ul>	
Workload Measurement	
Time Off Processes/Approval Process	
<ul style="list-style-type: none"> <li>• Planned Leave</li> </ul>	
<ul style="list-style-type: none"> <li>• Unplanned Leave</li> </ul>	
Hours of Work	
Modified Work	
Breaks	
Safety	
<ul style="list-style-type: none"> <li>• CH Policies and Procedures</li> </ul>	
<ul style="list-style-type: none"> <li>• Patient Occurrence Reposting</li> </ul>	
<ul style="list-style-type: none"> <li>• SAFE</li> </ul>	
Documentation	
<ul style="list-style-type: none"> <li>• Black Ink only</li> </ul>	
<ul style="list-style-type: none"> <li>• Abbreviations</li> </ul>	
<ul style="list-style-type: none"> <li>• Minimum Standards</li> </ul>	

Meetings	
<ul style="list-style-type: none"> <li>• Expectations (on time, prepared, engaged, responsibility to be informed)</li> </ul>	
General Information	
<ul style="list-style-type: none"> <li>• Ethics Support (CHES)</li> </ul>	
<ul style="list-style-type: none"> <li>• Library Services</li> </ul>	
<ul style="list-style-type: none"> <li>• Respectful Workplace</li> </ul>	
<ul style="list-style-type: none"> <li>• Diversity</li> </ul>	
<ul style="list-style-type: none"> <li>• Language Line, Interpreter Services</li> </ul>	
<ul style="list-style-type: none"> <li>• Citizen Engagement</li> </ul>	
<ul style="list-style-type: none"> <li>• Conflict Resolution</li> </ul>	
<ul style="list-style-type: none"> <li>• Human Resources Contact 473-5757</li> </ul>	
<ul style="list-style-type: none"> <li>• Interprofessional Orientation Day</li> </ul>	