

Orientation

Manager

To be Reviewed	Completed
Role of Manager	
Sign application authorization for Groupwise, HPF, Web 1000, PHS, Star, OT database	
ID card	
Confidentiality Agreement	
CH website	
<ul style="list-style-type: none"> • CH Vision and Mission 	
<ul style="list-style-type: none"> • The Promise 	
<ul style="list-style-type: none"> • The Strategic Direction 	
<ul style="list-style-type: none"> • 2013 Milestones 	
<ul style="list-style-type: none"> • My Leadership 	
<ul style="list-style-type: none"> • Protection of Persons in Care Act 	
Human Resource Issues	
<ul style="list-style-type: none"> • Benefits 	
<ul style="list-style-type: none"> • Time away processes – vacation, education, sick etc 	
<ul style="list-style-type: none"> • Collective Agreement 	
<ul style="list-style-type: none"> • Performance Management (360 performance review) 	
<ul style="list-style-type: none"> • Recruitment & job postings 	
<ul style="list-style-type: none"> • EAP 	
Rehab and Supportive Care Portfolio	
<ul style="list-style-type: none"> • Organizational Structure 	
<ul style="list-style-type: none"> • Website 	
Occupational Health Issues	
<ul style="list-style-type: none"> • OH Website 	
<ul style="list-style-type: none"> • Unplanned leaves – Attending physicians report 	
<ul style="list-style-type: none"> • Employee Care Coordinators 	
<ul style="list-style-type: none"> • Workplace safety 473 - SAFE 	
Conflict Resolution	
Hours of Work	
Modified Work	
Time Capture/Pay Periods/Pay Codes	
Workload Measure	
Policies and Procedures	
<ul style="list-style-type: none"> • Infection Control – MRSA, VRE 	
Required organizational practices (ROPs) –	
<ul style="list-style-type: none"> • Hand washing 	
<ul style="list-style-type: none"> • Patient safety 	

<ul style="list-style-type: none"> • Falls Prevention 	
Safety	
<ul style="list-style-type: none"> • WHMIS – Online Quiz 	
<ul style="list-style-type: none"> • Fire and Safety Review 	
<ul style="list-style-type: none"> • Patient Occurrence Reporting - online access 	
<ul style="list-style-type: none"> • CPR / AED requirements 	
Other General Information	
<ul style="list-style-type: none"> • Personal Computer Usage 	
<ul style="list-style-type: none"> • Personal Cell Phone Usage 	
<ul style="list-style-type: none"> • Position description 	
<ul style="list-style-type: none"> • Emergency Call Back Procedures 	
<ul style="list-style-type: none"> • Interprofessional Orientation Day 	
Students	
<ul style="list-style-type: none"> • Clinical Coordinator 	
<ul style="list-style-type: none"> • Expectation re Mentoring students 	
<ul style="list-style-type: none"> • Process for dealing with requests for interaction with students 	