

## New Staff Orientation – Clerical Quick Reference Sheet

<b>NEW STAFF SET UP PROCEDURES</b>		
√	Staff Work and Home Update Form Challenge Response Form	Provide new staff member with form to be filled out  Enter information into ABI database for creation of: a) the emergency call back list and b) the ABI Service Group Contact List
√	Challenge Response Form	Provide new staff member with form to be filled out and submit to manager
√	Voicemail Box Set Up	Contact voice services to have new staff voicemail number generated
√	Phone Extension Set Up	Contact voice services to have new staff added to the extension
√	Voicemail Distribution List Set Up	Contact voice services to have new staff added to the voicemail distribution lists -ABI leader will indicate which lists staff needs to be added to
√	Email Distribution List Set Up	Contact Marlene Powell to have new staff added to the email distribution lists – ABI leader will indicate which lists staff needs to be added to
√	Star ID Set Up	Contact PHS Support- IT services, to generate to a new star ID <a href="mailto:PHSSupport@cdha.nshealth.ca">PHSSupport@cdha.nshealth.ca</a>
√	PHS set up (for outpatient staff)	For PHS users- contact Monique Ashe- Database PHS Coordinator to build a schedule for new staff. She will require the following information. <ul style="list-style-type: none"> <li>• Full name of staff</li> <li>• Contact information (office address &amp; phone #)</li> <li>• Professional license number</li> <li>• Schedule (days of the week and hours)</li> <li>• Team (i.e. outreach/outpatient OT)</li> <li>• Type of Procedures / appointment required? (New, Follow-up, etc)</li> <li>• Length of time for each procedure?</li> </ul>

**PROVIDE ORIENTATION TO THE FOLLOWING** – Seek assistance from ABI leader is unclear on any item.

**General Operational Procedures**

√	Telephones / Fax / Photocopier / Paging System
√	Mailboxes /Messages / In/Out Board
√	Voice Mail- how to set up, how to use
√	Cell phone use and procedures
√	Business card acquisition
√	Cash Transaction / Use in work area - forms, receipts, etc where to go to get the \$\$
√	Parking Chits – procedures for obtaining, explanation of use
√	Taxi Chits - procedures for obtaining, explanation of use
√	HPF forms and other form use- location of forms and procedures for requesting forms

**Security Protocols**

√	Lockers / Storing Valuables
√	Office Keys / Work Area Keys/ Codes / Desk Keys
√	Protocols on Locking Office

**Required Operational Practices**

√	Infection Control Procedures (locate manuals, signs for contact measures, isolation, review universal precautions)
√	Fire & Evacuation Policies for work area (pull stations, fire extinguishers, procedures)
√	Workplace Safety Board