

## Rehabilitation and Supportive Care Portfolio Orientation Check-List

OBJECTIVE	RESOURCES	TARGET DATE	SIGNATURE
<b>1. WILL UNDERSTAND THE CDHA ORGANIZATION</b>			
Staff member reviews appropriate resources on line	CDHA organization chart, Mission, Vision, Values, Milestones, My Leadership	Week 1	
My Leadership for Frontline Leaders or Formal Leaders	LMS, leadership team, individual	Month 4	
Review of Organizational Policies and Procedures	Online Policy and Procedure, Program website, ongoing as new policies arise	Week 4	
<b>2. WILL UNDERSTAND THE PROGRAM/PORTFOLIO ORGANIZATION:</b>			
Program/portfolio organizational chart	Staff member to review appropriate resources online, speak with Manager, ICL, INCL	Week 1	
Meet Manager (discuss role expectations, hours of work, vacation time, team meetings, etc)		Week 1	
Meet with ICL and /or INCL for program (if applicable)		Week 1	
Meet with PPC		Week 3-4	
Role/expectations in mentoring/supervising students		Week 1	
Clinical Professional Development Model		Week 3-4	
Professional Advisory Councils		Week 3-4	
<b>3. WILL UNDERSTAND THE PROGRAM PROCESSES:</b>			
Program meetings (expectations, frequency)		Week 1	
Program communication processes		Week 1	
Program workload measurement (stats)		Week 1	
Time off processes (vacation, illness, etc)		Week 1	
Expectations for team member (participation in meetings, etc)		Week 1	
<b>4. WILL UNDERSTAND THE TEAM/WORK AREA PROCESSES:</b>			
Team meetings	Manager, ICL, INCL	Week 1	
Team communication	Manager, ICL, INCL	Week 1	
Distribution of caseload in times of vacation, illness, etc	Manager, ICL, INCL	Week 1	
Time off processes within work area (standards)	Manager, ICL, INCL	Week 1	

Expectations (patient care, shared responsibility)	Manager, ICL, INCL	Week 1	
Mentoring	Manager, ICL, INCL	Week 1	
Safety processes ( fire, codes, fall risk, missing patient)	Manager, ICL, INCL	Week 1	
Incident reporting	Manager, ICL, INCL	Week 1	
SAFE	Manager, ICL, INCL	Week 1	
<b>5. WILL BE FAMILIAR WITH OFFICE/WORKSPACE &amp; OPERATIONS:</b>			
Designated desk	Manager, ICL, INCL	Day 1	
Ordering office supplies	Clerical staff	Week 1	
Photocopier code	Clerical staff	Week 1	
Use of various cost centre	Clerical staff	Week 1	
Ordering from print shop	Clerical staff	Week 1	
Booking items with Audio Visual	Clerical staff	Week 1	
Booking a room	Clerical staff	Week 1	
Operating the photocopy machine	Clerical staff	Week 1	
Door codes	Clerical staff	Week 1	
Keys	Clerical staff	Week 1	
Access to appropriate online databases, LMS, web1000, ESS, HPF, etc	Clerical staff	Week 1	
<b>6. WILL BE FAMILIAR WITH THE VARIOUS MODES OF COMMUNICATION:</b>			
Using the phone		Day 1	
Using voice mail & using/ setting up distribution lists	“Meridian Mail” user guide	Week 1	
Setting up & using “Outlook” Email		Week 1	
Accessing/using/setting up email distribution lists		Week 1	
Fax machine		Week 1	
Contact information for manager, ICL, INCL, PPC		Week 1	
<b>7. AWARE OF AVAILABLE INTERDISCIPLINARY SUPPORTS</b>			
Clerical support	Meet clerical staff	Week 1	
Portfolio administrative assistants			
Library	Check out the library website for a schedule of educational opportunities.	Assess your own needs	
Patient Education Coordinator	See “guidelines for developing patient education material – CH intranet site		
Policy Coordinator	See P&P development section – CH website		
Patient Representative			

<b>8. AWARE OF AVAILABLE EQUIPMENT IN YOUR WORK/PROGRAM AREA AND HOW TO ACCESS/OPERATE:</b>			
Equipment locations		Week 1	
Booking of equipment		Week 1	
Care/cleaning/repair of equipment		Week 1	
Ordering equipment and supplies for patient care		Week 1	
Sharing of equipment (site based)		Week 1	
Shared responsibility of maintaining of equipment spaces		Week 1	
<b>9. DEMONSTRATES A VARIETY OF COMPUTER SKILLS</b>			
Able to use “Word” and “PowerPoint”		Year 1	
Able to use Internet		Year 1	
<b>10. CONDUCTS A LITERATURE SEARCH</b>			
Sign up for an education session on doing a Lit search	Educator sessions for library services available on intranet.	Year 1	
Able to conduct a literature search			
<b>11. EFFECTIVELY PARTICIPATES MEETING:</b>			
Participates as a member ( on time, comes prepared, etc)		Month 1	
<b>12. SHARES KNOWLEDGE WITH PEERS</b>			
Shares knowledge in appropriate format and forum		Ongoing	
Acts as mentor to peers (within and with other disciplines)		Ongoing	
<b>13. WORKS COLLABORATIVELY WITHIN DISCIPLINE AND WITH OTHER DISCIPLINES</b>			
Discusses/problem solves specific scenarios/incidents as they occur		Ongoing	
<b>14. MAINTAINS CLINICAL SKILLS AND PERSONAL CERTIFICATIONS</b>			
Assesses & maintains appropriate certification, insurance, annual review of ROPs , WHMIS	Online Discipline Specific College/Certification CH LMS	Annually	

Please list below any further learning needs that remain outstanding at the conclusion of your orientation:

Feb 16, 2012

<b>Additional Learning Need/Skills Identified</b>	<b>Resources Required</b>	<b>Proposed Date for Completion</b>

**Please return to Manager by:** \_\_\_\_\_  
**(date)**