



Health Care Aide Welcome Letter:

We are so very excited that you have chosen to work with us at Southern Health Santé Sud! To begin your journey with us as a Health Care Aide, we at Southern Health Santé Sud, want to ensure you receive the best orientation we can provide to you for you to be successful and provide quality care and support to the ones we care for at our facilities in Southern Health Santé Sud.

You will need to complete Virtual Regional Orientation as well as Facility orientation prior to completing the Health Care Aide Orientation and working in the facility you have been hired at. If you are a current Southern Health Santé Sud Employee and have transferred from another department and previously completed RO & FO, you will only need to complete the HCA Orientation online. All staff required to complete the HCA Orientation online will be paid for 3 hours and is to be completed in person at your designated work site.

Below is the QR Code and StaffNET link to access to the Health Care Aide Orientation, which will take approximately 3 hours to complete. Attached to this letter is the Infographic sheet and the Health Care Aide Orientation Checklist. The checklist is to be completed within 14 days of hire and returned to your site manager.

Once you have completed the online portion of the Health Care Aide Orientation which will take approximately 3 hours, your manager will then proceed to schedule you for further orientation shifts with an Orientation Partner at the facility, unit/ward you will be working at. This partner orientation system will provide you with additional support and resources, to help you during your transition into your new career as a Health Care Aide (HCA) with us at Southern Health Santé Sud.



Scan QR Code with device to access HCA Orientation Education

StaffNET link: <https://staffnet.southernhealth.ca/orientation-health-care-aide-hca/>

To help you keep track, check the box when you have completed the following and keep this for your records:

- Virtual Regional Orientation
- Virtual Facility Orientation
- Health Care Aide Orientation
- Submitted your HCA Orientation Checklist to your manager

Additional Education required: Record the dates found on the HCA Orientation Checklist

- Violence Prevention Program – to be completed on LMS **New employees must complete as soon as possible, renewal due every 3 years.**
- Safe Client Handling Injury Prevention (SCHIPP) - -- manager/schedular/employee to register with educator **DATE and Location of scheduled SCHIPP education:** _____