

Communications Plan

Organization:	Southern Health –Santé Sud	
Facility:	All Acute Care Facilities	
Project:	Nursing Orientation Team (NOT)	
Questions and Answers		
	What questions do you think staff are going to ask?	Craft your response to those questions

Communications Plan

1	<p>What is the project about? Who is involved?</p>	<p>Good day, A need has been identified by the Regional Staff Development and Infection Prevention and Control Team to review the Clinical Orientation Process for newly hired nurses to acute/transitional care. As a result a Lean Project has been initiated.</p> <p>The Project is called Operation N.O.T. (Nursing Orientation Team). The current state of clinical orientation has been reviewed and inconsistencies have been identified across the region. Our goal is to develop a consistent standardized process by February 2016.</p> <p>Over the next few weeks you may be contacted by Deb Weir, Practicum/Mentorship Coordinator, Green Belt Facilitator, for your input.</p> <p>If you have any questions or have further information you would like to share please contact Deb or one of the team members listed below:</p> <p>Donna Bleakney, Regional Manager, Staff Development/Infection Prevention and Control, Team Leader Operation: N.O.T., Regional Office-Southport Kim Dyck, Regional Director, Staff Development/Infection Prevention and Control, Executive Green Belt Sponsor, Regional Office-Morden Jo-Anne Durocher, Clinical Education Facilitator, Bethesda Regional Health Centre Betty Loewen, Education Facilitator/ Infection Control Practitioner, Altona Health Centre Arlene Peters, Regional Staff Development Clerk, Regional Office-Morden Roseline Prejet, Education Facilitator/ Infection Control Practitioner, Centre de Santé Notre Dame de Lourdes Shelly Rempel, Regional Infection Prevention & Control Coordinator, Bethesda Regional Health Centre Karla Thiessen, Clinical Education Facilitator, Boundary Trails Health Centre Deb Weir, Practicum/Mentorship Coordinator, Facilitator Operation: N.O.T., Regional Office-Morden Dorothea Wicklund, Clinical Education Facilitator, Portage District General Hospital</p>
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2	Progress of project? Timeline?	<p>The project is on the Regional Staff Development and ICP monthly meeting agenda to advise the education facilitators on the progress. RCO Agenda shared with the team to be aware of content. Invited all of the team to attend Pilot Project RCO delivered so they are aware of information participants receive. Educators can take back information to their site.</p>
3	When is the first RCO?	<p>As some of you are aware we have been working on a LEAN project for Regional Clinical Orientation (RCO) for nurses newly hired to acute care. The Nursing Orientation Team (NOT) have worked hard in developing the agenda and content for the 2 day Regional Clinical Orientation. We will be starting out with a pilot project over the next few months to determine if any changes need to be made. Our first pilot project will be delivered at the end of this month. RCO will be held Monday April 25 and Tuesday April 26 at Boundary Trails Health Centre. The days will start at 0800 and go to 1615. If you have any further recent new hires or nursing students starting at BTHC, Altona Memorial Hospital, Centre de santé - Hôpital Notre-Dame Hospital, Carman Memorial Hospital or Lorne Memorial Hospital that you would like to attend please let Karla Thiessen and myself know by April 15, 2016. Currently we have participants from BTHC and AHC registered.</p> <p>We are very excited about this project and look forward to delivering the content at the other two regional sites, Portage District General Hospital and Bethesda Regional Health Centre, in the near future as part of the Pilot Project for Regional Clinical Orientation.</p> <p>If you have any questions please feel free to contact me.</p>

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How do we register for the RCO Pilots delivered in May, June, July and August? How will staff know that they are registered?

As some of you are aware we have been working on a LEAN project for Regional Clinical Orientation (RCO) for nurses newly hired to acute care. The Nursing Orientation Team (Operation NOT) have worked hard in developing the agenda and content for the 2 day Regional Clinical Orientation. We will be starting out with the pilot projects over the next few months to determine if any changes need to be made. Our first pilot project was delivered April 25 and April 26 at Boundary Trails Health Centre with great success. We are continuing to move forward with this delivery of RCO but have found that the Day 1 may be of benefit to nurses working in Long Term Care or the community as well. The upcoming dates for the further delivery of the Pilot are as follows:

Boundary Trails Health Centre – May 30 and 31

Portage District General Hospital – June 8 and 9

Boundary Trails Health Centre – June 13 and 14

Bethesda Regional Health Centre – June 16 and 17

Portage District General Hospital – July 6 and 7

Boundary Trails Health Centre – July 11 and 12

Bethesda Regional Health Centre – July 14 and 15

Boundary Trails Health Centre – August 22 and 23

The days will start at 0800 and go to 1615. I have attached a copy of the 2 day agenda. If you have any recent new hires or nursing students starting in Southern Health - Santé Sud that you would like to attend either just Day 1 for LTC or both Day 1 & 2 for Acute, please let Arlene Peters and myself know as soon as possible for those dates. Please include the new hire's name and email address so that we are able to provide confirmation to the staff as well as information in regards to room and start time.

We are very excited about this project and look forward to delivering the content at all of the regional sites. Our aim, once pilots are completed and required changes made, is to implement the RCO on a regular basis at the 3 Regional Sites beginning in September.

If you have any questions please feel free to contact me.

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	What questions do you think staff are going to ask?	Craft your response to those questions
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10		

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Region/Agency:	Southern Health – Santé Sud
Facility:	
Project:	Operation NOT

Who do we need to communicate our message to?	✓	How will we communicate this message?	Completion Date	Person Responsible
Senior Leadership Team		Email	Nov 6, 2015	Donna Bleakney
		Phone Call		
		Meeting		
		Memo		
		Quality Board		
Regional Staff Development, Infection Prevention and Control Team		Email		
		Phone Call		
		Meeting	Ongoing	Deb
		Memo		
		Quality Board		
Managers hiring nurses to Acute care and transitional sites		Email	May 20	Deb
		Phone Call		
		Meeting		
		Memo		
		Quality Board		
		Email		
		Phone Call		
		Meeting		
		Memo		
		Quality Board		
		Email		
		Phone Call		
		Meeting		
		Memo		
		Quality Board		