



Team Name: Human Resources	Reference Number: ORG.1510.PL.004
Team Lead: VP-Human Resources	Program Area: Human Resources
Approved by: VP-Human Resources	Policy Section: General
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Review Date:	
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POLICY SUBJECT:

Regional Orientation Program

PURPOSE:

Regional Orientation provides a foundation for new staff members so that they are aware of our Regional policies, protocols and expectations.

BOARD POLICY REFERENCE:

Executive Limitation (EL-3) Treatment of Staff
 Executive Limitation (EL-8) Compensation and Benefits

POLICY:

A new staff member participating in a well planned, well executed, orientation program helps to develop a satisfied, productive addition to the health care team. In keeping with this philosophy, all new staff members will receive an introduction to the organization, their job, to their work environment, and to the fellow members of their healthcare team.

There will be a mandatory Regional Orientation (RO), which will be delivered by the Staff Development Team. There will also be a site/unit/department/program specific orientation, which will be delivered by the new staff member's dedicated unit/department/program.

DEFINITIONS:

- RO – Regional Orientation
- RCO – Regional Clinical Orientation
- ROO – Regional Obstetrical Orientation
- QHR – Quadrant Human Resources
- ER Orientation – Emergency Room Orientation

IMPORTANT POINTS TO CONSIDER:

Regional Orientation provides a foundation for new staff members so that they are aware of our Regional policies, protocols and expectations.

Staff Orientation is a requirement under the Workplace Safety and Health Act and Regulations.

PROCEDURE:

- Every effort will be made to ensure that the new staff member attends the Regional Orientation prior to the staff member commencing work within Southern Health–Santé Sud and prior to the site/department orientation. In extenuating circumstances, where the staff member must commence work prior to attendance at the Regional Orientation, the staff member will be required to participate in the Regional Orientation within three months of commencement of employment.
- Regional Orientation will be held the first Monday of each month in Portage la Prairie; the third Monday of each month at Boundary Trails Health Centre; the fourth Monday of each month in Steinbach. Where these dates fall on a Statutory Holiday, the orientation will move to the respective Tuesday. New staff members will be directed to attend the orientation session within their closest proximity and closest to their date of hire (distance of travel will be taken into consideration).
- As attendance at the orientation is mandatory, staff will be remunerated for salary (up to 7.75 hours) and travel expenses (mileage). Remuneration of salary will be the responsibility of the staff member's site/program. Travel time will be paid as per the staff member's Collective Agreement. Remuneration of travel expenses (mileage) will be the responsibility of the Staff Development Program.
- The manager or designate will notify the Regional Director, Staff Development/Infection Prevention and Control/designate of all new hires, by forwarding the Regional Orientation (RO) Notification form (ORG.1510.PL.004.FORM.01). Upon notification, the Regional Director, Staff Development/Infection Prevention and Control/designate will inform the manager or designate of the date and location of the next available Regional Orientation by returning the fully completed Orientation Notification form to the manager or designate. It is the responsibility of the manager/designate to communicate this information to the staff member.
- Regional Orientation will be rescheduled in instances where attendance is less than ten (10) new staff members/geographical area. In such cases, there may be two options. The first option is the staff member may be directed to attend a Regional Orientation in another geographical area (distance of travel will be considered). The second option is that it will be mandatory for the staff member to attend the next scheduled Regional Orientation in their geographical area. If they are already working within their department, every reasonable effort must be made to ensure attendance.
- The Regional Director, Staff Development/Infection Prevention and Control will retain the attendance records for all Regional Orientation sessions.
- The Declaration of Confidentiality, Safe Client Handling and Injury Prevention Program: Module 1 Record of Participation and Quiz, WHMIS Quiz/Consumer Product Quiz, and the Orientation Checklist will be forwarded to the staff member's site education facilitator. The education facilitator will fax/scan the attendance sheet the day of orientation to Morden. The Regional Office located in Morden/Steinbach will send the attendance sheet to the respective payroll clerk. The education facilitator will forward the quiz package to manager/payroll clerk. The information will then be filed into the staff member's personnel

file at the staff member's site/program. The Regional Orientation Attendance Sheet, Regional Orientation Evaluation and copy of the Regional Orientation Checklist are sent to the Regional Office in Morden for data entry into QHR.

- Information which will be conveyed to all new staff members at the time of Regional Orientation include, but are not limited to:
 - Overview of Southern Health-Santé Sud
 - The Accessibility for Manitobans Act
 - Baby Friendly Initiative (BFI) for Southern Health-Santé Sud
 - Personal Health Information Act (PHIA)
 - Human Resources/Administrative Policies
 - Public Interest Disclosure Act (Whistleblower Protection)
 - Workplace Safety and Health
 - Violence Prevention Program
 - Smoke Free Environment
 - Ethics
 - Respectful Workplace- Bill of Rights, Cultural Respect
 - Patient Safety
 - Protection for Persons in Care (PPCO)
 - Infection Prevention and Control
 - Emergency Response Plans
 - Union representation (where applicable)
- The site/program will be responsible for organizing the site/unit/program specific orientation.
- The site/program will be responsible for registering any new nurses for Regional Clinical Orientation (RCO) within 3 months of hire. Where applicable, registering new nurses for Regional Obstetrical Orientation (ROO) and Emergency Room Orientation (ER Orientation).
- Information, which will be conveyed to all new staff members at the time of the departmental orientation, will be individualized to meet the department/program's needs. The manager will ensure that the site/departmental/program orientation checklists are retained in the employee's personnel file.
- Site/unit/program orientation for students and agency staff members will be the responsibility of the site/program area. Related orientation checklists will be retained on site by the education facilitator or designate.
- When a staff member has been away from their position on a leave of absence for greater than a period of one (1) year, the staff member will be required to attend unit/department orientation. Where deemed appropriate the staff member may attend site/program orientation.
- Staff members returning to the organization as a rehire, will attend RO and site/unit/program orientation where there has been a leave of a period of greater than three (3) months from the organization.

EQUIPMENT/SUPPLIES:

The three (3) Regional Orientation sites provide the equipment and materials required to deliver the Regional Orientation. Participant packages/materials are prepared by Regional Staff Development and forwarded to the Regional Orientation sites.

SUPPORTING DOCUMENTS:

[ORG.1510.PL.004.FORM.01](#)

Regional Orientation (RO) Registration Form

REFERENCES:

Workplace Safety and Health Act W210 10/02