



## Health Care Aide Orientation:

Site: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Employee #: \_\_\_\_\_

Hire Date: \_\_\_\_\_

Deadline to hand in package (14 days from hire date): \_\_\_\_\_

**Instructions: It will be your responsibility to maintain and complete this checklist. Keep this document in a safe place at your worksite. When all sections completed and signed by designates submit to your site manager. Site managers to send COPY to Educator, keep original for personal file.**



**You, the Orientation Partner/designates or manager can add comments in the comment section to identify additional learning needs or questions, and a response can be provided when document submitted.**

**Complete all required online education and review topics below with Orientation Partners/designates or manager or educator.**

### A. Online Orientation Checklist:

Employee Initial	Topic	Date	Manager or Designate Initial/ ✓ box return demo required	Comments
	Abbreviations/Med Terminology			
	Time (24 hr)			
	Respectful Interactions			
	Dementia			
	Fall Prevention			
	Perineal Care & Catheter Care		<input type="checkbox"/>	
	Bathing/Hair washing		<input type="checkbox"/>	
	Oral Care		<input type="checkbox"/>	
	Skin Care		<input type="checkbox"/>	
	Bed Making		<input type="checkbox"/>	
	Dehydration			
	End of Life Care			
	Delivery of Care Record		<input type="checkbox"/>	PCH only
	Knowledge Check			



## B. Review of Responsibilities: With Orientation Partner

Employee Initial	Topic	Date	Manager or Designate Initial	Comments
	Shift Routines: to give to employee on first day			
	Review of Duties			
	Cleaning Schedules			
	Role when providing -Snacks -Relaxed Breakfast			
	Linen Carts/ Laundry Bags/Trash Bags			
	Restocking Supplies			
	Safe Client Handling Injury Prevention (SCHIPP)			In Person Formal SCHIPP education to be Scheduled with Educator- see dates provided -
	Master Sign in Sheet			
	Integrated Care Plan for Residents in PCH to be reviewed prior to each shift			
	Security Door Lock System Reviewed			
	Alarms – Wanderguard, Bed Alarms, Wheelchair, etc.			
	<b>Donn and Doff PPE Return Demonstration: complete with orientation partner</b>		<input type="checkbox"/> box return demo required <input checked="" type="checkbox"/> box return demo required	Scan the QR codes below to review: Personal Protective Clothing: Putting it on Taking it off posters for quick reference  Putting it ON:   Taking it OFF: 

### C. Documentation: With HCA Orientation Partner

Employee Initial	Topic	Date	Manager or Designate Initial	Comments
	Delivery of Care Record: Location and completion (PCH only)			HCA online education
	Cleaning Schedules			
	Schedule Binder			
	Daily Flowsheets/RFLS/ shift exchange/OT/WCB forms			
	Health Care Aide Skin Observation Form complete with partner			HCA online education

**D. Policy & Procedures: Complete online and review onsite with Orientation Partner**

Employee Initial	Topic	Date	Manager or Designate Initial	Comments
	Abuse Policy			FO
	Safe Feeding Policy & Swallowing Program			FO
	Oral Health Policy			HCA Online Education
	Client Identification			FO
	Fall Prevention 			FO/HCA Online Education
	Restraint Policy			FO
	Occurrence Reporting			FO
	Violence Prevention Programs  Use CARE			VPP education on Learning Management System or for 2024 Monthly Teams calls.
	Fire & Disaster/Emergency Binder			Locate on Tour
	WHIMS/Material Safety Data Sheets Binder			Locate on Tour
	Pressure Injury Prevention			FO/HCA Online Education
	Skin Tear			HCA Education

**E. Tour: With HCA Orientation Partner, Manager or Educator**

Employee Initial	Topic	Date	Manager or Designate Initial	Comments
	Recreation Area/s			
	Central Supply Location			
	Clean Utility Room/s			
	Dirty Utility Room/s			
	Chapel (if applicable)			
	Equipment Storage Room/s			
	Tub Room/s			
	Emergency Equipment: -Airway -AED -Oxygen Concentrator/O2 tanks -Back board -Site Operation Centre -Location of Task Sheets -Muster Points -Fire Panel -Fire Doors -Fire Extinguishers -Fire Pull Stations -Spill Kit -Eyewash Stations -Bed emergency crank (if applicable) -Emergency power battery units (if applicable)			
	SCHIPP Equipment locations			
	Other: site specific information as needed not covered in VFO			

**F. Communication: With Manager**

Employee Initial	Topic	Date	Manager or Designate Initial	Comments
	Nurse in Charge – identify reporting lines			
	Shift Report			
	2 Way Radios			
	Call Bell System			
	Codes- Task Sheets			
	Emergency Paging/Communication			
	How to page (if applicable)			
	Fire Fan Out List			
	HPS access/SH email/LMS access			Manager to complete ASAP upon hiring
	Communication Book/ Calendars/Memos/Board			
	Telephone Use			

**Employee Signature:** \_\_\_\_\_

**Orientation Partner:** \_\_\_\_\_/\_\_\_\_\_

**Orientation Partner:** \_\_\_\_\_/\_\_\_\_\_

**Orientation Partner:** \_\_\_\_\_/\_\_\_\_\_

**Manager Signature** \_\_\_\_\_/ **Copy sent to Site Educator**

To make your orientation seamless and successful:

By completing the Virtual/Online Health Care Aide orientation and having an orientation partner for a designated number of shifts, this will support you on your journey to becoming an essential part of the Health Care Team at Southern Health – Santé Sud.

**Additional Education required, to be scheduled by Site Manager/Schedular/Educator:**

Violence Prevention Program – to be completed on LMS or Manager/Schedular to register staff for MS Teams monthly call (2024). **New employees must complete as soon as possible, renewal due every 3 years.**

Safe Client Handling Injury Prevention (SCHIPP) – Manager/Schedular/Educator to register staff

**DATE & Location of scheduled SCHIPP education:** \_\_\_\_\_