



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 Health Care Provider link for 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

HPS link [Health Care Aide \(HCA\) Orientation » Southern Health-Santé Sud](#)

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 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/employee to register with educator
DATE and Location of scheduled SCHIPP education: _____



Health Care Aide (HCA) Orientation – Virtual

Congratulations on your recent hire to our site!

Who Is It For?

All newly hired HCAs and/or refresher in consultation with your manager.

What Is It?

HCA Orientation covers valuable information in regards to providing basic care for your residents/patients/clients. This training is NOT a substitution for the Microcredential or Certified HCA Course.

Where Can I Access It?

Everything you need for Health Care Aide Orientation is on the Health Care Providers' Site (HPS) and can be accessed at any time on computers, tablets, or mobile devices.

When Should I Do It?

This online education should be completed within your scheduled orientation.

Scan QR Code Below



You will need/be provided at your site:

- A distraction-free space
- A stable internet connection
- 3 hours to complete
- A personal device (computer, laptop, tablet/iPad)
- Speakers or headphones for audio sections
- Or you can choose to bring and use your own personal device for your comfort

Instructions:

1. Use the QR Code at the bottom of the page to go to the course page on the HPS to begin.
2. Click the links on the page to open and go through the HCA Orientation materials.
3. Complete the Knowledge check and survey at the end of the course
4. This will take approximately 3 hours to complete.
5. Paid 3 hours for completion.



Education Facilitator: _____ Phone Number: _____
Email: _____