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| **#** | **STEPS** | **RESPONSIBILITY** | **NOTES** | **DOCUMENTATION** |
| **1** | Notify Patient Care Manager(s) of Employee Acceptance of Offer and start date | Human Resources | * PCMs to collaborate on responsibilities of program for multisite employees |  |
| **2** | Assign a Mentor to the new employee | Patient Care Manager | * As applicable; if Mentor available |  |
| **2** | Send employee standard Introductory and Welcome email | Patient Care Manager / Mentor | * Collect availability for orientation, offer site tour(s) and/or meeting place prior to start first shift etc. |  |
| **3** | Develop orientation schedule | Patient Care Manager | * Work with PMF to create orientation schedule | **"N:\Nursing Leadership\Nursing Orientation Program\SBGHC Competency Based Orientation Program.docx"** |
| **4** | Complete ‘SBGHC Competency Based Orientation Program’ | Patient Care Manager | * Insert Orientation Schedule into the ‘SBGHC Competency Based Orientation Program’ (Table of Content item 2) * Ensure names and contact information is added as appropriate * Establish check-in dates for PCM, employee, Mentor, and Professional Practice and Education Coordinator (adhoc) to meet. Send invites to block time in calendars |  |
| **5** | Email the new employee the completed ‘SBGHC Competency Based Orientation Program’ and applicable competency tools and Cc the Volunteer & Human Resources Coordinator | Patient Care Manager | * Email will include the orientation schedule * Advise employee that a hardcopy of the program and tools will also be provided to them in their Welcome Package * Cc Danielle Pillon [dpillon@sbghc.on.ca](mailto:dpillon@sbghc.on.ca) * Include Mentor as a Cc on email if applicable |  |
| **6** | Print hard copy of completed ‘SBGHC Competency Program’ and applicable competency tools for new employee’s Welcome Package | Volunteer & Human Resources Coordinator |  |  |
| **7** | Meet with employee at predetermined check-in meetings and as outlined in the program | Patient Care Manager | * Review competency tool(s) and progress at meetings * Give any additional competency tools to employee as applicable * Support the development of a learning plan and engage the Professional Practice & Education Coordinator as needed * Table of Contents item 7 outlines overall meeting and assessment times |  |
| **8** | Send completed competency tools and learning plans as applicable to the Volunteer & Human Resources Coordinator | Patient Care Manager | * Original or a copy of the completed document is acceptable |  |
| **9** | Include completed competency tools/learning plans in employee’s file | Volunteer & Human Resources Coordinator |  |  |