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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

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| **2** | Assign a Mentor to the new employee | Patient Care Manager | * As applicable; if Mentor available
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| **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.
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| **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

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| **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
* Include Mentor as a Cc on email if applicable

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| **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
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| **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

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| **9**  | Include completed competency tools/learning plans in employee’s file   | Volunteer & Human Resources Coordinator   |   |   |