Onboarding and Orientation Overview

Health Care Support Workers

Welcome to the First Phase of the Health Career Access Program!

Completing this program is the first step in your journey of working in the health care sector. The activities below need to be completed prior to working as a Health Care Support Worker.

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Create a LearningHub Account



- 1. Sign-up for a LearningHub Account (https://learninghub.phsa.ca/Learner/Home)
 - If you are an Island Health employee, use your Island Health email address when signing up for your LearningHub account.
 - If you are employed by a private or affiliate employer, select Affiliate/Contractor as the account type when verifying your account email.
 - If you are not part of a Health Authority, select your local area Health Authority (e.g., Island Health).

Complete Provincial Curriculum (Online)



- 3. Log in to LearningHub (https://learninghub.phsa.ca/Learner/Home) and enter the course code 24230 in the search field.
- 4. Enroll in Curriculum: Provincial Standard Health Care Support Worker Orientation
- Once you completed the curriculum, email confirmation of completion to your Employer.

Program (22h 20 mins).

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Complete Safety



6. HCSWs who work at Island Health need to complete <u>Safety Learning Requirements</u> Checklist which replaces the Additional Provincial Online Requirements/Safety Resources Checklist in the Curriculum: Provincial Standard Health Care Support Worker Orientation Program.

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Complete Employer-**Specific Orientation** (prior to first shift)



Complete Employer-**Specific Orientation** (first few shifts)

- 7. Complete Island Health's New Employee Orientation (NEO) (as required)
- 8. Attend facility based orientation (includes 3 hour virtual session) and print the Getting to Know your Unit Orientation Checklist
- 9. Complete on-site, mentored "buddy shifts" with an HCSW peer mentor or another member of the health care team.
- 10. Hand in your completed Safety Learning Requirements Checklist and Getting to Know your Unit Orientation Checklist to your Peer Mentor.