



Subject: Staff Orientation Process	Date Approved: April 7, 2010
Approved by: Executive Director	Date Revised: October 23, 2017 November 30, 2010
Specific to: All staff	Next Review Date: September 2020

**PRINCIPLE:**

The North Huron Family Health Team is committed to ensuring that all staff feel comfortable and well-equipped to represent the organization. All new staff will be required to attend an orientation to the organization (its history, philosophy and operational procedures), to the community at large, and to the specific responsibilities encompassed in their position description.

**POLICY:**

A comprehensive orientation program will be provided for all new staff members of the NHFHT. This will help everyone to understand the mandate of the organization, appreciate the roles of all staff and communicate more fully with current and potential clients.

Everyone at the NHFHT is responsible for assisting with the orientation of new staff, extending a friendly welcome, acquainting them with activities, and including them in team efforts.

**PROCEDURES:**

An orientation session will be held for new staff on an as needed basis.

The orientation may include information about the NHFHT, such as its history and philosophy, its goals, programs and services, structure, operating approach, organizational structure, professional responsibilities, all terms and conditions of employment including salary and benefits information as well as leave entitlements, health and safety guidelines, emergency procedures, and the policies and procedures.

For the Executive Director, orientation is led jointly by the Chair of the Board and assigned staff. As a part of the orientation, new staff will meet with the Business Manager for payroll and benefits coordination and to make payroll arrangements, review and discuss the employee benefit package.

The Orientation package will be reviewed on an annual basis to ensure that the contents are comprehensive, relevant and reflect the current programs and services.