



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

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. Access to the Orientation Binder will be provided for all new staff. An Orientation checklist (attached) will be completed by the staff member at that time.

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.



Staff Orientation Check List

Please check off each box and return to Executive Director within 5 weeks of employment commencing.

- 1. Meeting with direct supervisor completed.
- 2. Meeting with members of interdisciplinary team.
- 3. Review of Strategic Plan, Vision, Mission, and Strategic Directions
- 4. Review of Operating Plan.
- 5. Tour of facility and review of safety procedures.
- 6. Review of benefits and payroll procedures and administrative procedures; all related forms signed and returned.
- 7. Confidentiality and Conflict of Interest forms signed.
- 8. Staff Policy and Procedure Manual Reviewed.
- 9. Best practice documents reviewed if member of clinical team (if applicable).

Date of First Day of Employment: _____

Staff Signature: _____

Date: _____

Executive Director Signature: _____

Date: _____