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**Orientation Checklist – Part B**

The Barwon Health Orientation Checklist is presented in two parts. Part B is designed to ensure all new employees are provided with essential information about working at Barwon Health. It should be jointly completed between the manager and the employee within the first two weeks of commencement. We want new employees to feel supported and equipped to meet the challenges of starting a new job. The checklist is also designed to ensure all new employees:

• Are provided with an onboarding plan tailored to the needs of their role

• Are encouraged to attend the Barwon Health orientation session

• Understand the requirement to completed all Mandatory Training – Level One and role specific Mandatory Training – Level Two within the first four weeks of their employment and know how to access the training in GROW

• Are aware of all employee benefits and engagement programs

• Know where to find important information relevant to their role including policies and procedures

• Know how to access all Barwon Health communications

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| **Employee name:** |  | | |
| **Position title:** |  | | |
| **Work unit / Cost Centre:** |  | | |
| **Manager:** |  | | |
| **Start Date:** |  | **Orientation Completion Date:** |  |

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| **DAYS 1-2** |  |  |  |

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| **Introductions – you, as the manager/team leader and the your team** | **✓** | **N/A** |
| Provide an overview of the work unit and explain where it fits in Barwon Health  Resource: [Barwon Health Organisation Structure](https://onepoint.barwonhealth.org.au/corporate/Documents/Org%20CHart.pdf#search=organisational%20structure) |  |  |
| Introduce yourself, your role and the roles of key people within your team |  |  |
| Introduce the employee to team members |  |  |
| Introduce the employee to their onboarding ‘buddy/s’ (if required) |  |  |
| Provide & explain the employee’s onboarding plan |  |  |

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| **Introductions - Work environment** | **✓** | **N/A** |
| Conduct a tour of workplace |  |  |
| Conduct a tour of primary work area / station |  |  |
| Show employee staff room, toilets, change rooms and other relevant facilities |  |  |
| Explain storage of personal belongings |  |  |

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| **Access** | **✓** | **N/A** |
| Ensure employee has security access pass / name tag |  |  |
| Provide any relevant keys |  |  |

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| **Workplace Health & Safety** | ✓ | N/A |
| Introduce employee to WH&S Representative, Fire Warden, and First Aid Officer |  |  |
| (day 1): Discuss safe work practices including emergency evacuation procedures, exits and assembly points, first aid kit, and fire extinguisher |  |  |

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| **IT systems, information security & IT support** | **✓** | **N/A** |
| Provide employee with login details for network and all systems requested |  |  |
| Reinforce the importance of not sharing passwords and the accountability for logging off and not using another user’s session |  |  |
| Demonstrate how to log in to the network and check employee has access to email and relevant systems  (if any issues contact IT on Ext. 50099 with ticket number). A work email address is required to receive email notifications from systems including ePerformance. |  |  |
| Show the employee how to access Barwon Health Applications including:   * [One Point](https://onepoint.barwonhealth.org.au/Pages/home.aspx) * Prompt (Resource: [Prompt Tutorial](http://system.prompt.org.au/Download/Document.aspx?id=18298127&code=296D22002C8E39AD5EB4DC4DF2B67DA7)) * IT Help Desk * Employee Self Service (ESS) – login details required\* - Employee to log into ESS to enter their work email Go to My Details > Phone | Email > Work Email * GROW Learning – login details required\* |  |  |
| \*Employee to email ‘Employee Self Service System’ mailbox if they have not received their ESS login details for Employee Self Service. |  |  |

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| **WEEKS 1-2** |

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| **Introductions – Barwon Health** | **✓** | **NA** |
| Provide an overview of Barwon Health [Future Ready](https://onepoint.barwonhealth.org.au/news/Publications/Strategic%20Plan%202020-25.pdf) strategy & strategic objectives |  |  |
| Explain Barwon Health’s values & behavioural expectations (including team above/below the line behaviours) Resources: [Acceptable Behaviours including Workplace Bullying Harassment & Discrimination Policy](https://app.prompt.org.au/download/122954?code=40e7330048797e2b6d847ab53ff0ba1f) / [Code of Conduct](http://system.prompt.org.au/Download/Document.aspx?id=11715848&code=38D2597CBE83BF2A939861D1FDC7A844) |  |  |
| Explain Barwon Health’s Leadership Capability Framework and how it applies to the employee’s role |  |  |
| Demonstrate how to access all communications mediums – One Point, What’s On, CEO messages, publications (Auricle, Quality of Care, Annual Report), CEO Blog, Facebook, Twitter, LinkedIn and YouTube |  |  |
| Explain Barwon Health’s recognition & engagement programs – Living the Values, annual People Matter Survey and encourage the employee to actively participate in these programs |  |  |

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| **Employee Benefits** | **✓** | **N/A** |
| Explain the purpose and activities of the Barwon Health [Work Wellness Program](http://tgh-sp01/sites/WorkWellness/Shared%20Documents/Work%20Wellness%20general%20documents/Work%20Wellness%20Main%20Home%20Page.aspx) |  |  |
| [Staff Care](https://onepoint.barwonhealth.org.au/corporate/staff_care/Pages/default.aspx) : explain the StaffCare clinic, location, open the StaffCare one point page and review content. |  |  |
| Provide the employee with details of the internal Employee Assistance program via StaffCare, and the external Employee Assistance Program (available 24/7) and how to access both options – refer to [Staff Care](https://onepoint.barwonhealth.org.au/corporate/staff_care/Pages/default.aspx) |  |  |
| Demonstrate how to access the Salary Packaging One Point page |  |  |

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| **Employee information** | **✓** | **N/A** |
| Visit One Point and demonstrate how to access relevant information including: [Enterprise Agreements](https://onepoint.barwonhealth.org.au/corporate/workforce-and-culture/General%20Information/Pages/Enterprise-Bargaining-Agreements.aspx), [Salary Circulars](https://onepoint.barwonhealth.org.au/corporate/workforce-and-culture/General%20Information/Pages/Salary-Circulars.aspx), [Finance](https://onepoint.barwonhealth.org.au/corporate/finance/Pages/default.aspx), [IT](https://onepoint.barwonhealth.org.au/corporate/Information%20Services/Pages/default.aspx), People & Culture, [Remuneration](https://onepoint.barwonhealth.org.au/corporate/workforce-and-culture/Remuneration/Pages/default.aspx), [Salary Packaging](https://onepoint.barwonhealth.org.au/corporate/workforce-and-culture/Salary%20Packaging/Pages/default.aspx), [Parking / Fleet](https://onepoint.barwonhealth.org.au/corporate/parking_and_transport/Pages/default.aspx) |  |  |

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| **Clinical Emergencies** University Hospital Geelong (UGH) | **✓** | **N/A** |
| Ensure the employee knows the clinical emergency calls and how to respond to calls relevant to their role and workplace |  |  |
| [Medical Emergency Team (MET)](https://system.prompt.org.au/Download/Document.aspx?id=20862828&code=CD8CEB607FEE1876A863BD4F45C8DBC1), Resuscitation - Code Blue Team, [Patient and Carer Escalation (PACE) process](https://system.prompt.org.au/Download/Document.aspx?id=24427724&code=BBE0868402A08706C571F4533C9E10F0),  [Emergency Department Patient and Carer Escalation Process](https://system.prompt.org.au/Download/Document.aspx?id=25072090&code=928F8BF9AECEB921A77C9BC9431E96CE) |  |  |

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| **Inpatient Rehabilitation Centre McKellar** | **✓** | **N/A** |
| [Trigger Call McKellar](https://system.prompt.org.au/Download/Document.aspx?id=24497641&code=6955A7FED5A4D1B5E3695C34B69E445C) |  |  |
| [McKellar Centre IRC Code Blue](https://system.prompt.org.au/Download/Document.aspx?id=9633035&code=DE5A0E5BD8A304A40416335230A175DF) |  |  |

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| **Community Health and Rehabilitation Services** | **✓** | **N/A** |
| [Clinical Deterioration in Community Settings](https://system.prompt.org.au/Download/Document.aspx?id=18205289&code=19CECDD1B3C8339E4F0DB519DD456B8D) |  |  |

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| **Safety, quality & infection prevention practices** | **✓** | **N/A** |
| Discuss Barwon Health’s approach to ensuring safe, effective and person-centred care and the importance of compliance to infection prevention practices. Demonstrate where the employee can access policies and procedure documents ([Standards and Accreditation](https://onepoint.barwonhealth.org.au/corporate/safety_and_quality/pages/standards-and-accreditation.aspx), [Incident Management](https://onepoint.barwonhealth.org.au/corporate/safety_and_quality/Pages/Incident-Management.aspx), [Waste Management Handbook](https://system.prompt.org.au/Download/Document.aspx?id=16374304&code=6019D4752CD8A00B4EBCFF16A36662C4),  [Infection Prevention Service](http://tgh-sp01/public/InfectionPrevention/default.aspx), [Infection Prevention Policy](https://system.prompt.org.au/Download/Document.aspx?id=11785291&code=19E027CF44C87BE66A60C758171444E1)) |  |  |

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| **Your team practices** | **✓** | **N/A** |
| Discuss rosters and recording time and attendance (STARS or timesheets)  Resource: [STARS- (Scanning, Rosters, Timesheets / Time & Attendance System)](https://onepoint.barwonhealth.org.au/corporate/workforce-and-culture/General%20Information/Pages/Biometrics---Finger-Scanning.aspx) |  |  |
| Explain handover processes (if applicable)  Resource: [Clinical Handover/Patient Identification e-learning module](https://solle.swarh.vic.gov.au/course/view.php?id=2594) |  |  |
| Explain team practices for lunch, breaks, leave etc. |  |  |
| Discuss dress code and any protective clothing requirements |  |  |
| Discuss telephone and mobile phone protocols |  |  |
| Schedule team meetings and manager catch ups in employee calendar |  |  |
| Discuss how your team recognises and celebrates success |  |  |
| Discuss the continuous improvement practices that are adopted by your team |  |  |
| Advise of any team communications (newsletters, bulletin boards etc.) |  |  |
| Advise of any team social activities, involvement in social club, fun committee etc. |  |  |

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| **Supporting your performance** | **✓** | **N/A** |
| Work with the employee to develop performance objectives and a work plan. Ensure all performance expectations are clearly understood and that the employee is aware of the support available to them.  Resources: [People & Culture Access to Staff Development Guideline](https://system.prompt.org.au/Download/Document.aspx?id=25150412&code=48226138F107288A611204AD2ED267A6) |  |  |
| Book Professional Development Review to be held by the end of 6 months employment as per the [People & Culture Performance Development Policy](https://system.prompt.org.au/Download/Document.aspx?id=15942739&code=5867D8EC00D80D3BA62332753F40FE4D). Professional Development Reviews: [ePerformance](https://barwonhealth.mercury.com.au/MemberLogin.aspx) |  |  |

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| **Education and training** | **✓** | **N/A** |
| Discuss the role of Clinical Education & Training |  |  |
| Discuss the role of People & Culture (non-clinical training and development) |  |  |
| Demonstrate where to find information on education and training opportunities:  [Clinical Education & Training OnePoint site](https://onepoint.barwonhealth.org.au/corporate/education_and_training/Pages/default.aspx), [People & Culture OnePoint site](https://onepoint.barwonhealth.org.au/corporate/workforce-and-culture/Pages/default.aspx) |  |  |

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| **Research** | **✓** | **N/A** |
| Demonstrate where to find information on research support, research ethics and governance: [Research Directorate OnePoint site](https://onepoint.barwonhealth.org.au/corporate/research/Pages/default.aspx), [REGI site](http://www.barwonhealth.org.au/research/column-1/regi) |  |  |

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| **Policies & Procedures** | **✓** | **N/A** |
| Demonstrate how to access Prompt and discuss key elements of policies and procedures relevant to the employee’s role: [Leave policy](http://system.prompt.org.au/Download/Document.aspx?id=15789054&code=67DF90245571612632CB578282D5921A), [Media Policy](https://system.prompt.org.au/Download/Document.aspx?id=15744867&code=718E5189E5476AB2B5151E2486DFC882), [Social Media Policy,](https://system.prompt.org.au/Download/Document.aspx?id=27289614&code=78B939DE124A0B81BC37F951340B3E06) [Mandatory Training Procedure](https://system.prompt.org.au/Download/Document.aspx?id=33281814&code=213E84247DDD0897010818A84203450B), [People & Culture Professional Development Policy](https://system.prompt.org.au/Download/Document.aspx?id=15942739&code=5867D8EC00D80D3BA62332753F40FE4D), [Review of Action / Decision Policy](https://system.prompt.org.au/Download/Document.aspx?id=24492164&code=E77C4A588ADFE0FEFDAAA7C243EBCEE7), [Review of Action / Decision Procedure](https://system.prompt.org.au/Download/Document.aspx?id=24492144&code=EB5CF942FB96B819430F2BE3B77B7747)  For clinical staff: [Pressure Injury Prevention and Management Manual](https://system.prompt.org.au/Download/Document.aspx?id=33970041&code=2F1C26B9753D08B2F054545371FB4E2A), [Falls Prevention Policy](https://system.prompt.org.au/Download/Document.aspx?id=25295142&code=9F15E89A27BB44A442A0D93B4188B84A), [Patient Identification Policy](https://system.prompt.org.au/Download/Document.aspx?id=23414576&code=57B516BA7A96A48F72D5A8CB28BFC678), [Medication Safety Policy](https://system.prompt.org.au/Download/Document.aspx?id=23149422&code=49BB4736887131C73F6F558499655847) |  |  |

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| **Mandatory Training** | **✓** | **N/A** |
| **Mandatory Training Level 1 (All staff)**  Ensure employee has access to GROW, knows how to log-in to GROW and understands the requirement to complete Mandatory Training - Level 1 (All staff) within the first 4 weeks of employment |  |  |
| **Mandatory Training Level 2 (Role specific)**  Where applicable , ensure the employee is aware of the requirement to complete role-specific mandatory training in GROW within the first 12 weeks of employment |  |  |
| **Clinical Staff** |  |  |
| Discuss department-specific mandatory training (if applicable)  Resources: [Smart Moves Smart Lift](https://onepoint.barwonhealth.org.au/corporate/workforce-and-culture/SMSL/Pages/default.aspx) / [MOVAIT](https://onepoint.barwonhealth.org.au/corporate/workforce-and-culture/Workforce%20Safety/Pages/Workforce-Safety-Training.aspx) / [Falls](https://solle.swarh.vic.gov.au/course/view.php?id=3296) / Basic Life Support |  |  |
| BH Patient Identification and Clinical Handover |  |  |
| **Supervisors / Managers**  Ensure all roles with supervisory and management responsibilities are familiar with Barwon Health’s Instrument of Delegation and other manager training modules and resources (mandatory training for managers and systems training & guidelines) available on GROW. |  |  |

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| **Manager’s Signature:** |  | **Date:** |  |
| **As the manager of this employee I confirm that:**   1. **The first 2 weeks of orientation and all required training has been completed** 2. **Ongoing onboarding activities and requirements have been scheduled** 3. **The probation reviews are scheduled at 6 months from the commencement of employment** | | | |

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| **In support of your new employee please:**   1. **Encourage the employee to attend the Welcome to Barwon Health session (face-to-face session)** 2. **Schedule regular catch ups with employee to discuss their progress during their onboarding period (3 months).** |

**Once this Checklist is complete please have the employee log into Grow, search for the course “Welcome to Barwon Health”, upload a completed, signed copy of the checklist within 21 days of the employee’s commencement. The employee will be recorded as having completed their orientation in Grow My Learning which will be reported in monthly performance reports.**

**Onboarding Guidelines are available on Onepoint:**

[Onboarding for Managers](https://onepoint.barwonhealth.org.au/corporate/workforce-and-culture/Recruitment%20and%20Onboarding/Pages/For-Managers.aspx)

[Onboarding for Employees](https://onepoint.barwonhealth.org.au/corporate/workforce-and-culture/Recruitment%20and%20Onboarding/Pages/Onboarding---For-new-employees.aspx)