

Orientation Message to New Clinical Staff

Welcome to QHC! We are excited to have you join our team and hope to provide you with a fulsome orientation, albeit virtually. Please refer to the **Virtual Orientation Agenda** and complete all modules as listed.

You must complete all elements of orientation by the end of your orientation week; you can return to the modules at any time following but the expectation is that you complete all sessions in advance of starting work at QHC. As you progress, use the *Status* column on the Virtual Orientation Agenda chart to monitor and document your progress. Once all components are complete, fill out the declaration at the end of the chart and complete with your signature. You may print off the chart or complete it electronically but either way, please submit the completed chart to Kristen Stewart, at kstewart@qhc.on.ca by the end of your orientation week. (It is acceptable to scan the completed document or take pictures of the pages and send by email.)

- You will need an internet connection in order to view the presentations on YouTube
- Use the Status Column to keep track of your progress and to document whether you have completed that session, or if it remains in progress

Nurses (RNs and RPNs) Only

Clinical Skills for Nurses:

- A **Nursing Orientation Skills Day** will occur on day four of your orientation week. This full day event will be an opportunity for you to have demonstration and hands-on practice on a number of clinical “skills”. Be sure you observe the date and attend this event.
 - Part of the Skills Day is a session on eDoc – learning to document in the Meditech electronic health record program. For those that require additional time to practice in the eDoc system, there will be an opportunity to attend a second teaching session on the last day of orientation – Friday, Day 5. This will take place from 0800 – 1000 in the WCA2 Computer Lab. Be sure to let your instructor know if you’d like to participate.
- Blood glucose monitoring for nurses – staff will need to contact Kelly Richmond in the Belleville Laboratory to receive their Operator Barcode for the glucometer once you begin work at QHC. Kelly’s extension is #2404 and her email is krichmond@qhc.on.ca.
- There are two courses that require nurses to complete a test: *IV Therapy* and *Phlebotomy*
 - Those tests will be completed **on-site through QHC’s eLearning Platform** when you begin work at QHC. When you log into eLearning at QHC, you will already be registered to take those tests.

Questions about corporate orientation, please contact Kristen Stewart at kstewart@qhc.on.ca
Questions about nursing material, please contact Terry Holland, x 2039 or tholland@qhc.on.ca

Thank you and good luck! We hope you enjoy your learning!