

## Carewest Online Orientation 2021: New Hire Checklist

In addition to the online content (required by all), videos and additional reading assigned to some roles, staff need to review the list below to ensure their online quizzes are completed.

Module Name										Link	Notes	
Online Orientation Quizzes - <i>To be completed by the end of your first week at Carewest</i>												
											Upon completion of all topics designated for their profession, staff will receive an additional 6 hours of pay.	
B.A.C.K.	✓	✓	✓	✓	✓	✓	✓	✓	✓	<a href="https://www.surveymonkey.com/r/CWBACK21">https://www.surveymonkey.com/r/CWBACK21</a>		
Confidentiality	✓	✓	✓	✓	✓	✓	✓	✓	✓	<a href="https://www.surveymonkey.com/r/CWConf21">https://www.surveymonkey.com/r/CWConf21</a>		
Conflict of Interest	✓	✓	✓	✓	✓	✓	✓	✓	✓	<a href="https://www.surveymonkey.com/r/CWCOI21">https://www.surveymonkey.com/r/CWCOI21</a>		
CCHSS	✓	✓	✓	✓	✓	✓	✓	✓	✓	<a href="https://www.surveymonkey.com/r/CWCHSS21">https://www.surveymonkey.com/r/CWCHSS21</a>	Excluding GMP staff (any role)	
Emergency Codes	✓	✓	✓	✓	✓	✓	✓	✓	✓	<a href="https://www.surveymonkey.com/r/CWER21">https://www.surveymonkey.com/r/CWER21</a>		
Incident (Unusual Occurrence) Reporting	✓	✓	✓	✓	✓	✓	✓	✓	✓	<a href="https://www.surveymonkey.com/r/CWUOR21">https://www.surveymonkey.com/r/CWUOR21</a>		
Infection Prevention and Control	✓	✓	✓	✓	✓	✓	✓	✓	✓	<a href="https://www.surveymonkey.com/r/CWIPC21">https://www.surveymonkey.com/r/CWIPC21</a>		
Least Restraint		✓	✓	✓	✓	✓	✓	✓	✓	<a href="https://www.surveymonkey.com/r/CWLR21">https://www.surveymonkey.com/r/CWLR21</a>		
Managed Risk		✓	✓	✓	✓	✓	✓	✓	✓	<a href="https://www.surveymonkey.com/r/CWMRA21">https://www.surveymonkey.com/r/CWMRA21</a>		
Protection for Persons in Care	✓	✓	✓	✓	✓	✓	✓	✓	✓	<a href="https://www.surveymonkey.com/r/CWPPCA21">https://www.surveymonkey.com/r/CWPPCA21</a>		
Staff Safety	✓	✓	✓	✓	✓	✓	✓	✓	✓	<a href="https://www.surveymonkey.com/r/CWEHS21">https://www.surveymonkey.com/r/CWEHS21</a>		
Whistleblower (PIDA)	✓	✓	✓	✓	✓	✓	✓	✓	✓	<a href="https://www.surveymonkey.com/r/CWPIDA21">https://www.surveymonkey.com/r/CWPIDA21</a>		
WHMIS	✓	✓	✓	✓	✓	✓	✓	✓	✓	<a href="https://www.surveymonkey.com/r/CWWHMIS21">https://www.surveymonkey.com/r/CWWHMIS21</a>		
Decision Making		✓		✓		✓	✓	✓	✓	<a href="https://www.surveymonkey.com/r/CWDM21">https://www.surveymonkey.com/r/CWDM21</a>		
First Aid - Regulated Nurses							✓		✓	<a href="https://www.surveymonkey.com/r/CWFA21">https://www.surveymonkey.com/r/CWFA21</a>		
Hazardous Meds - Regulated Nurses							✓		✓	<a href="https://www.surveymonkey.com/r/CWHMReg21">https://www.surveymonkey.com/r/CWHMReg21</a>		
Hazardous Meds - HCA								✓		<a href="https://www.surveymonkey.com/r/CWHazMHCA">https://www.surveymonkey.com/r/CWHazMHCA</a>		
High Alert Meds							✓	C3	✓	<a href="https://www.surveymonkey.com/r/CWHAM21">https://www.surveymonkey.com/r/CWHAM21</a>	Registered nursing staff and Comprehensive Community Care (C3) HCAs hired to C3 Beddington/Sarcee	
Palliative Care		✓					✓	✓	✓	<a href="https://www.surveymonkey.com/r/CWPAEOL21">https://www.surveymonkey.com/r/CWPAEOL21</a>	LTC/ALC and DAL only	
Safe Food Handling			✓		✓		✓	✓	✓	<a href="https://www.surveymonkey.com/r/CWSFH21">https://www.surveymonkey.com/r/CWSFH21</a>		
Competency Checklists - <i>Hand completed competency checklists into your site's main reception except for the Buddy Checklist.</i>												
Buddy Orientation Checklist	✓	✓	✓	✓	✓	✓	✓	✓	✓	<a href="http://intranet.carewest.ca/wp/wp-content/uploads/2019/07/3-Orientation-Checklist-ALL-staff-no-guide.pdf">http://intranet.carewest.ca/wp/wp-content/uploads/2019/07/3-Orientation-Checklist-ALL-staff-no-guide.pdf</a>	Send completed Buddy Checklist to Jessica Stewart, Carewest Human Resources, or fax to 403.943.8179	
Occupation-Specific Checklist	✓	✓	✓	✓	✓	✓	✓	✓	✓	<a href="http://intranet.carewest.ca/wp/?page_id=11002">http://intranet.carewest.ca/wp/?page_id=11002</a>		
Advance Care Planning		✓		See Notes	See Notes	✓	✓	✓	✓	<a href="http://carewest.ca/dir/wp-content/uploads/2020/04/2020-Advance-Care-Planning-V2.pdf">http://carewest.ca/dir/wp-content/uploads/2020/04/2020-Advance-Care-Planning-V2.pdf</a>	Regulated Nurses, HCAs, Social Workers, and Unit Clerks only. Print certificate for proof of completion.	
Supportive Crisis Intervention				✓	✓	✓	✓	✓	✓	<a href="http://intranet.carewest.ca/wp/?page_id=11368">http://intranet.carewest.ca/wp/?page_id=11368</a>	Complete the handbook and submit the Acknowledgement of Completion page to site reception for data entry	
Lifts and Slings					✓	✓	✓	✓	✓		Done during General Orientation at SPT.	
Portable Bladder Scanner							✓		✓		Done during buddy shifts.	
Rectal Interventions								✓	✓		Done during General Orientation at SPT.	
Safe Bathing and Water Temperatures								✓	✓		Done during General Orientation at SPT.	
Topical Medications								✓	✓		Done during General Orientation at SPT.	

Administration Roles (Southport staff, site reception, secretaries), Pharmacy, Seating Support Workers  
 Client Service Managers, Pandemic Operations  
 OT, PT, Social Workers, Directors of Pharmacy, Music Therapy, Cooks  
 Rec Therapists, Music Therapy, Dietitians, Aides, Activity Convenors, Unit Clerks  
 Regulated Nurses, Therapy Assistants, Therapy Nurse Clinicians  
 HCA (hired as HCA, RA, CCA, MH5W)  
 Clinical Educators

**Completed?**  
 80% is required to pass on all quizzes except for First Aid, which requires 90%. You will need to retake any quiz not passed.