

**Leamington Mennonite Home
Long Term Care & Retirement Residence**

POLICY AND PROCEDURE

CATEGORY: Personnel	SUBJECT: Orientation	SECTION: O POLICY: 2
DATE: September 2004	Administrator's Signature: _____	
REVISION DATES: February 2010, November 2011		

ORIENTATION

POLICY:

- All new staff members, including part-time staff, shall attend an organized, facility-wide general New & Young Employees orientation program, responsive to the learning needs of new staff, in order to perform their job duties in accordance with the policies & procedures of Leamington Mennonite Home.
- All new staff members, including part-time staff, shall attend a department-specific orientation program, which addresses the responsibilities of the position.
- All Agency staff shall receive task-specific orientation, to provide safe care to the residents.
- Each department shall have a written orientation program, together with a checklist in place, for both general orientation and department specific orientation. The checklist shall be provided to each new employee, who shall acknowledge, by signature, the information they have received.
- All staff members shall have the opportunity to provide a written evaluation of the content and process of the orientation program.
- All orientation programs shall be reviewed and revised, annually, or as necessary, to reflect the changing needs of the resident population, and the learning needs of new staff.

PROCEDURE:

- A general orientation to LMH shall be provided by the Department Leader or designate, reviewing, in particular Home-wide policies and procedures, fire and emergency evacuation procedures, and WHMIS, and shall receive the LMH New & Young Employees Program binder and materials.
- A departmental orientation shall be provided by the Department Leader or designate, including a complete tour of LMH; introduction to Department Leaders and Supervisory Staff; human resource and departmental policies & procedures; use of telephone; demonstration of equipment; accident/incident reporting procedure; review of smoking policy; and review of job description.
- The orientation checklists and the orientation program evaluation shall be completed, and acknowledged by signature, by the new staff member, and returned to Human Resources within 30 days of the first day of orientation.
- All orientation checklists shall be filed in the employee's personnel file, together with the new employee's letter of employment, medical acknowledgement, and confidentiality acknowledgement.