



Thanks for completing this – it helps the VCH Regional Orientation Curriculum Review Committee to process your request or inquiry and determine the best way to proceed from a broader orientation perspective.

Please complete the following and email to: VCH Orientation at VCHOrientation@vch.ca

Date: (mm/dd/yyyy)			
Your Name:		Department:	
TOPIC for Consideration:			
Contact Person:			
Email:			
Telephone:			

Section 1. Compliance
Please answer the following questions, yes or no:

Is it legislated by a government body (MOH, WorkSafe, etc.)? Yes No

Is it regulated (college standards, limits, conditions)? Yes No

Is it required by a collective agreement? Yes No

Is it a mandated VCH Education course policy (e.g. HR4200)? Yes No

It is an accreditation requirement? Yes No

*If you've answered 'No' to all of the questions in Section 1 then proceed to Section 2.
If you've answered 'Yes' to any of the questions in Section 1, please skip to Section 3.*

Section 2. VCH True North & Organization values

Does it serve one or more of the True North Goals/strategic priorities? Yes No

Is it related to a current regional initiative? (e.g. 48/6) Yes No

Is it improving safe patient care and employee safety? Yes No

If you've answered 'No' to all of the questions in Section 2 then proceed to Section 3.

Section 3. Job Readiness

Is it meeting a content need identified by educators or managers as a current gap for new hires? Yes No

Is it necessary knowledge, info or skill required for the new hire to function at their site? Yes No

If so, is it best in RO or site orientation? _____

Is it necessary knowledge, info or skill required for the new hire to function on their unit? Yes No



If so, is it best delivered in RO, or unit orientation? _____

Further considerations:

What is the ideal or mandated timing for the content to be delivered to new hires?

What is the best delivery mode for the content to be communicated to new hires? (e.g. online versus in-person?)

Does the proposed delivery mode satisfy principles of adult learning? (e.g. learner centred; building on previous experience/knowledge; relevant)

What, if any, additional resources (financial, human, physical environment) are required to implement?

Is the proposed content EDUCATION or ORIENTATION?

Does the proposed change fit the guiding principles of RO program: STIR i.e. Socialize; Train; Inform; Resource

Anything else to add?

Timelines: (briefly provide some information about how time sensitive this request is and/or time frame for desired implementation)

SUBMIT

Thank you for your request! Someone from the Clinical Education Team will be in touch regarding the next Curriculum Review Committee meeting.