

Instructions for Registration

Please **download, complete** and submit all registrations by filling out the applicable form on the Regional Orientation page:

<http://vchclinicaleducation.ca/programs/orientation/regional-orientation/>

1. Choose the appropriate site form based on where the new hire will be attending orientation.
 - To register RH/VA Long-Term Care (Residential) staff for 'Day 3 (Residential)' sessions, please fill out applicable section on page 2 of the lower mainland forms.
2. Fully complete the top section of the form with the new hire's information.
3. Select one date for each day of orientation ('Day 1' to 'Day 4', as applicable), and all of the relevant sessions the new hire will be attending on that date.
4. For help in identifying which sessions are relevant to your new hire, refer to the **Target Audience** (right-hand column) The 'Day-to-Day Content Schedule' found on the main page outlines sessions in more detail.

Note: All staff attending 'Day 3' of Orientation (i.e. Residential or Acute Nursing staff), must be registered for the applicable 'Day 2 – Online Learning' session. This time is allocated for completion of the pre-requisite online courses in LearningHub.

5. After completing the form, press 'Submit' on Page 2 and this will automatically attach the form to an email. Alternatively, save the form and email to: VCHOrientation@vch.ca
6. The registration submission deadline is **noon the Wednesday prior to the requested orientation**. Sessions do fill up and the deadline provides us the time to process registrations and plan for the number of new hires attending.

Note: If fewer than 2-6 new hires are registered for a session (depending on site/session), the session may be cancelled. In these circumstances, you will be notified as soon as possible and efforts will be made to minimize any disruption to the onboarding process.

***As sessions are standardized and new hires can attend Regional Orientation at any of the three lower mainland sites (i.e. Richmond Hospital, Lions Gate Hospital or Vancouver General Hospital), there are some exceptions:**

- The 'Day 1 – Site Tour' only applies to staff that are hired to that specific orientation site.
- The 'Day 2' Allied Health sessions ('Beginner's Guide...' to SW, PT or OT) – which occur only at VGH once per month, are applicable to staff from ALL sites with the exception of the SW session, which is applicable to Vancouver Acute SW's only.
- The 'Day 3 (Acute)' sessions are standardized but include CST/Cerner information at the LGH Orientation; therefore the LGH 'Day 3' is recommended for LGH and Squamish Hospital staff.
- The CVC and IV Labs are site specific.

For any questions regarding the above information, please contact

VCHOrientation@vch.ca

or

Regional Manager, Clinical Education – Kate McBride: kate.mcbride@vch.ca