 Department of Health Government of Nunavut		NURSING POLICY, PROCEDURE AND PROTOCOLS	
		Community Health Nursing	
TITLE:		SECTION:	POLICY NUMBER:
Orientation		Administration	05-013-00
EFFECTIVE DATE:	REVIEW DUE:	REPLACES NUMBER:	NUMBER OF PAGES:
February 10, 2018	February 2021		2
APPLIES TO:			
Community Health Nurses			

POLICY:

The Department of Health and Social Services (HSS) shall provide each nurse with a coordinated orientation program in collaboration with the Department of Human Resources (HR). The orientation program shall be initiated at the time of hire and continue throughout the probation period.

Upon completion of the orientation program, an evaluation of the program shall be completed by the employee to ensure the learning needs of the new employees are being met.

DEFINITION:

Orientation is the process by which staff becomes familiar with all aspects of the work environment and their responsibilities. (Canadian Council on Health Services Accreditation, 2006)

PRINCIPLES:

A standardized, structured and organized orientation program:

- 1) Is a vital component of the overall risk management program;
- 2) Assists the new employee understand the social, technical and cultural aspects of the workplace and community;
- 3) Improves employee performance and retention;
- 4) Monitors orientation activities and employees progress.

The employer and employee both share the responsibility in identifying the learning needs and activities throughout the orientation period.

RELATED POLICIES, GUIDELINES AND LEGISLATION:

Government of Nunavut *Human Resource Manual: Employee Orientation*

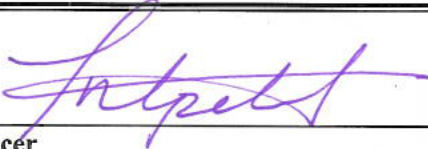

Government of Nunavut *Human Resource Manual: Trainer's Allowance*

Nunavut Employee's Union *Collective Agreement*



REFERENCES:

Canadian Council on Health Services Accreditation (2006). *Glossary 6th Edition*. Retrieved December 18, 2007, from <http://www.cchsa-ccass.ca/upload/files/pdf/International/GlossaryEng2007-e.pdf>

Approved by:		Effective Date:
Chief Nursing Officer	11 FEB 2011 Date	April 1, 2011
	February 11, 2011 Date	
Deputy Minister of Health and Social Services		

