

## Onboarding and Orientation Overview

### Health Care Support Workers

#### Welcome to the First Phase of the Health Career Access Program!

Completing this program is the first step in your journey of [working in the health care sector](#). The activities below need to be completed prior to working as a Health Care Support Worker.

#### Create a LearningHub Account

1. Sign-up for a LearningHub Account (<https://learninghub.phsa.ca/Learner/Home>)
  - If you are an Island Health employee, use your Island Health email address when signing up for your LearningHub account.
  - If you are employed by a private or affiliate employer, select **Affiliate/Contractor** as the account type when verifying your account email.
  - If you are not part of a Health Authority, select your local area Health Authority (e.g., Island Health).

#### Complete Provincial Curriculum (Online)

3. Log in to LearningHub (<https://learninghub.phsa.ca/Learner/Home>) and enter the course code **24230** in the search field.
4. Enroll in [Curriculum: Provincial Standard Health Care Support Worker Orientation Program](#) (22h 20 mins).
5. Once you completed the curriculum, email confirmation of completion to your Employer.

#### Complete Safety Learning Requirements

6. HCSWs who work at Island Health need to complete [Safety Learning Requirements Checklist](#) which replaces the **Additional Provincial Online Requirements/Safety Resources Checklist** in the *Curriculum: Provincial Standard Health Care Support Worker Orientation Program*.

#### Complete Employer-Specific Orientation (prior to first shift)

7. [Complete Island Health's New Employee Orientation \(NEO\)](#) (as required)
8. Attend facility based orientation (includes 3 hour virtual session) and print the [Getting to Know your Unit Orientation Checklist](#)

#### Complete Employer-Specific Orientation (first few shifts)

9. Complete on-site, mentored "buddy shifts" with an HCSW peer mentor or another member of the health care team.
10. Hand in your completed **Safety Learning Requirements Checklist** and **Getting to Know your Unit Orientation Checklist** to your Peer Mentor.

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