



1. Purpose

The West Coast District Health Board (WCDHB) considers the orientation of staff to the organisation as a mandatory requirement.) WCDHB will ensure that every employee and volunteer is given a relevant programme of orientation, both organisation-wide and within their departments. This is both a central responsibility and the responsibility of the department in which the new staff member's works. Orientation and induction is the first step in a formal process of human resource preparation and development.

2. Application

This Procedure is to be followed by all staff members throughout WCDHB.

3. Definitions

For the purposes of this Procedure:

Orientation: is taken to mean a process for formally introducing and initiating a new employee into the values and culture of the organisation and to the policies and procedures of the organisation

Induction: is taken to mean the process of providing work area specific information including the working conditions in the location where the person is employed.

Staff member: is taken to mean any person appointed to work for the WCDHB in any of its departments / units / clinics / practices, whether the appointment be permanent, temporary or casual.

4. Responsibilities

For the purposes of this Procedure:

the **Human Resources Administrator** is required to:

- arrange and facilitate a once-monthly company-wide orientation programme for newly employed staff;
- in conjunction with the Human Resources Team, continually review the orientation programme to improve / enhance its value to staff;
- provide individual speakers / presenters at orientation, collect and evaluate feedback from participants.

Managers are required to:

- liaise with Human Resources to arrange for new staff to attend the company-wide orientation;
- ensure that new staff attend company-wide orientation within two months of employment;
- develop an induction pack along with arranging and facilitating a continuous programme of departmental induction / orientation for new staff appointed to their department;
- ensure that new staff to the department are inducted within one week of appointment to that department.

WCDHB staff members are required to:

- work in partnership with their Manager and the Human Resources Administrator to ensure that they make themselves familiar with their working conditions, rights and responsibilities, both in their own department and throughout the organisation via the Orientation process.



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5. Resources Required

This Procedure requires:

- Relevant orientation / induction packages / manuals.

6. Process

- 1.00 The relevant Manager is required to ensure that every new staff member attends organisation-wide orientation within the stated timeframes.
- 1.01 Managers are required to develop a documented workplace/department induction programme that meets the requirements for each area and takes into account the new staff member's duties and responsibilities as well as their previous education and work experience.
- 1.02 Development of the first three months key performance measurements should occur within the first two weeks of employment.
- 1.02 The workplace induction programme must be commenced in the first week of employment. The induction process should include a checklist of required competencies that are signed on completion by both employee and manager and filed in the employee file.
- 1.05 The Managers when developing Department induction programmes, are required to take into account:
 - legislative and professional requirements;
 - safety issues including fire and emergency procedures;
 - contractual obligations;
 - financial allocations/restrictions;
 - employment contract provisions;
 - environment/location information
- 1.06 The Manager is also responsible for ensuring that the Departmental induction programme is developed and documented before the new staff member commences employment.
- 1.07 The Human Resources Administrator is required to develop and maintain the organisation wide orientation programme, in conjunction with General Managers and Departmental Managers, to keep managers informed of arrangements for the organisational wide orientation along with ensuring 100% attendance by tracking and recording turnout and following up to reschedule staff on the next Orientation if the original date was unable to be kept.
- 1.08 The Human Resources Administrator is required to ensure that company-wide orientation attendance records are maintained for all staff with individual speakers / presenters provided with feedback/evaluations from participants after each Orientation.



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7. Precautions And Considerations

- ➔ Managers are required to develop, arrange and facilitate continuous induction / orientation programmes for staff new to their department.
- ➔ All staff members are required to work in partnership with their Manager and the Human Resources Coordinator to become familiar with their working conditions, rights and responsibilities, both in their own department and throughout the organisation.

8. References

There are no references associated with this Procedure.

9. Related Documents

WCDHB Staff Recruitment And Selection Procedure
WCDHB Staff Training And Development Procedure

Revision History	Version:	5
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