



Welcome to the RMH: Hospital Orientation

Orientation FAQs

Why is orientation now in person?

These changes have been initiated in response to new employee feedback, with staff feeling overwhelmed by the amount they need to come up to speed with when starting at RMH and feel that our on-line orientation isn't hitting the mark.

Do staff need to attend in person?

All new staff are now required to attend the in person orientation with the exception of doctors in training and graduate nursing who have discipline-specific orientations.

Who is responsible for booking new employees into orientation sessions?

Orientation can be booked by either the employee themselves or their manager. Managers will receive an email alert when an employee has registered and an alert 1 week prior to the course

What if a new employee started prior to 2024 and has completed the online modules only but not the virtual meet & greet?

If they have completed the online modules, then they do not have to attend the face-to-face orientation but are more than welcome to attend if they wish to do so.

What if the employee has completed the online orientation modules but not Speaking Up For Safety?

In this instance they can just book into the Speaking Up For Safety component of orientation (1 hr) and do not have to attend the rest of orientation. We will be working towards including SUFS in the general orientation moving forward and this will no longer be a stand-alone module.

How can I view if an employee is booked into a session?

As a manager, you can access [the list of attendees as a report on Learning Hub here](#). We suggest that you search for "Orientation" in course full name and add in your cost center number.

How does the new orientation structure affect the steps I need to take as a manager?

Orientation and the local induction were previously grouped together, and both required sign off for orientation to be signed off as complete. To streamline this process, orientation and the local induction are now presented as separate modules for sign off on the Learning Hub.

Will employees receive reminders of their orientation booking?

All employees and managers will receive a booking notification once the course is booked. Employees will receive a reminder message 1 week, 3 days and 1 day prior to orientation with the information required for the session. Managers will also receive the 1-week prior alert.

Will managers be alerted if the orientation is not complete?



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Managers will receive a notification if the orientation is overdue at the 1-month and 2-month time-points.

How should I roster my staff member for this session if they have not yet started work?

You can pay the staff member using the [timesheet amendment form](#).