MHA New Staff Orientation, and Continuing Education Process

Step 1

ESA sends Health PEI New Hire information MHA Welcome email to New Employee, Hiring Manager and education department

This email provides accesss to MHA Education Calendar

Step 2

- **A.** Employee returns all requested new hire paperwork to ESA.
- **B.** ESA emails HM and mhatraining@gov.pe.c a that employee can start orientation courses

Step 3

Hiring Manager (HM)
discusses core
orientation needs with
New Employee and
instructs them to
register for and
complete core training
courses needed before
starting on the job
training

(e.g. Powerchart, ISM, EMR, PSMS & NVCI, Welcome to MHA, Becoming Recovery Oriented, Trauma Informed Care Understanding Aces, Intro to Substance)

Step 4

A. HM Emails the ESA and MHA Education department the employee contact information and employees Start date for needed orientation courses as identified in step 3.

B. HM completes employee access requests for electronic health record, DIS, VPN, Outlook, PSMS scope request, scheduling systems, shared drives etc.

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Step 5
A. Employee
registers online for the courses recommended by the manager and completes the training

B. Employee provides manager and education department with certificate or record of completion

Step 6

A. Employee gives Training verification forms to HM and payroll

B. Employee sends course certificates or proof of completion to MHA education

C. Employee can document and monitor course attendance in their own insight portal

Step 7

MHA Education will document core, in person & virtual employee attendance in Peoplesoft after employee attends

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Step 8

A. Employee gives Training verification forms to HM and payroll

B. Employee sends course certificates or proof of completion to MHA education

C. Employee can document and monitor course attendance in their own insight portal

Step 9

A. HM ensures employee has every thing they need to start on the job training following completion o fMHA core orientation.

B. HM provides employee on the job start date, work schedule, dept. keys, swipe cards, supervisor, preceptor or mentor contact information, onsite orientation checklist, job duties, position description and a check in date, etc.

Step 10

Employee attends scheduled orientation on the floor with assigned precptor or supervisor for the length of time discussed with manager Employe completes employee orientation checklist and

Step 11

HM follows up with Employee at the end of on the job orientation to review checklists and to assess for any further orientation or education needed either as additional core or supplementary to fulfill job responsibilities or duties

Step 12

Employee completes
MHA course
application forms and
Health PEI education
leave form (when
needed) for additional
core and
supplementary
education

Step 13

HM approves employee course application requests for any further core or supplemental training needed

HM sends approved application to MHA Education

Step 14

Repeat steps 5-8 and 10-13 as needed for ongoing porofessional development of employee