

**Northeastern Manitoulin Family Health Team
STAFF ORIENTATION OUTLINE
Social Worker Student**

TIME	ITEMS	PRESENTER
8 am	<ul style="list-style-type: none"> ✚ Introduction to Clinic Staff ✚ Tour ✚ Introduction to Physicians ✚ Mission of Family Health Team ✚ Services we offer 	Allison
9:30 am	<ul style="list-style-type: none"> ✚ Personnel Policies <ul style="list-style-type: none"> • Benefits • Dress Code • Confidentiality • Harassment • violence ✚ Fire procedure ✚ Occupational Health and Safety ✚ Job Description 	Judy
10:00	<ul style="list-style-type: none"> ✚ Set up computer email address, door access ✚ Phone extensions, voice mail 	
10:15	Break	
12:00-12:30	LUNCH	
1:00- 3:00pm	<ul style="list-style-type: none"> ✚ Meet and great staff 	
3:30- 4:30pm	<ul style="list-style-type: none"> ✚ Review day ✚ Set work schedule for the week 	

Welcome to the NEMFHT!

Judy Miller, Director, 368-1488, ext 257

Cathy Jeffery, Business Manager, 368-1488, ext 259