

Northeastern Manitoulin Family Health Team

STUDENT ORIENTATION OUTLINE

TIME	ITEMS	PRESENTER
9-10:00	<ul style="list-style-type: none"> ✦ Introduction to Clinic Staff ✦ Introduction to Physicians ✦ What is a Family Health Team ✦ Tour of the Clinic ✦ Fire Procedures ✦ Personnel Policies <ul style="list-style-type: none"> • Dress Code • Confidentiality • Harassment • Risks/Safety • Fire Alarm Code 	Judy Miller Ministry web site Map of Clinic-Posted on Occ health board
9:45-10:00	Review Job functions	
10:00-10:15	Break in lunch room	
10:15-11:00	<ul style="list-style-type: none"> ✦ Show office equipment, copier ✦ Job Description ✦ Set up computer access ✦ Review IT policy regarding computer access 	
11:00-12:00	<ul style="list-style-type: none"> ✦ Door access ✦ Washrooms, lunch room ✦ Phone extensions ✦ Review PSolutions-get password 	
12:00-12:30pm	Lunch	
12:45-1pm	Training with Psolutions	
1:00-3:00pm	<ul style="list-style-type: none"> ✦ Shredding-- Pick Up ✦ Filing old charts to chart room ✦ Review chart audit format ✦ Outline job functions ✦ Set up shadowing with clinic staff they are working with. 	
3:00-3:15	Break	
3:15-4:00	Next steps	

Welcome to the NEMFHT!