

Holland Bloorview Kids Rehabilitation Hospital	Manual Corporate	Cluster Human Resources
	Theme Employment Expectations	Number 00207
Employment Requirements		

Preamble

All Holland Bloorview Kids Rehabilitation Hospital employees must complete and maintain certain requirements as a condition of employment.

Policy Statement

This policy establishes employees' responsibility for obtaining and maintaining requirements as a condition of their employment.

Holland Bloorview's policies, procedures, standards, and requirements have been set forth to ensure appropriate behavior, ethical conduct, and a safe, enjoyable working environment.

All employees are expected to adhere to current and future policies, procedures and standards, and any revisions that may be made from time-to time.

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Procedure:

It is the responsibility of each employee to ensure that they have met all the employment requirements related to their position and that they maintain the requirements. All policies, procedures and standards are accessible via the intranet, ViewFinder.

If requirements are not met or maintained, the following steps will be followed:

1. A verbal discussion between the employee and the manager, and where appropriate, the Collaborative Practice Leader, will take place. A target date for completion of the requirement will be set at this meeting.
2. Formal and documented discussion between the employee and the manager (in the form of an email or letter) to the employee referencing the verbal discussion. Employee is required to respond with an action plan with a target date.
3. If the employee does not complete the requirement(s) by the agreed upon target date, the manager in conjunction with the Human Resources Department will send a letter to the employee outlining the requirement(s), the terms of agreement, revised date for completion. The consequence of suspension without pay for non-compliance will be noted in the letter. A copy of the letter will be filed in the employee’s personnel file.
4. If the requirement is not met by the revised deadline, the employee will be suspended from work without pay until the requirement is met by a final deadline date. Failure to complete the requirement by the final deadline will result in termination of employment.

The enclosed chart details employment requirements

RESERVED AREA

Requirement	Application	Completion	Managing Dept	Submit to	Form	Storage	Renewal	Notes
Annual Offense Declaration	All employees	Annually administered	HR	HR	Annual Declaration Form	HR	Annual	An employee who fails to provide the organization with an Offence Declaration will forfeit their eligibility to participate in the annual salary administration program, and may be suspended without pay. Continued failure to provide the Offence Declaration may result in dismissal for cause or a deemed resignation from employment.
Authorization for the use of SIN	All Employees	On or before hire date	HR	HR	Personal Banking Form (Authorization for the use of SIN section)	HR	NA	
Benefit Enrollment Form (Health and Dental)	Regular Full-time and Regular Part-time (>0.8FTE)	Within 30 days of hire date	HR	HR	Medavie BlueCross Enrollment Form	HR	NA	
Benefit Option Selection	Regular Part-time (<0.79FTE), Temporary and Casual Employees	Within 30 days of hire date	HR	HR	Benefit Option Selection Form	HR	NA	
Confidentiality Agreement	All Employees	On or before hire date	HR	HR	Signed Agreement	HR	Annual	
Credential Validation Process	All regulated professional and unregulated professional positions identified in Professional Credentialing – Health Disciplines Policy	On or before hire date	Collaborative Practice	Collaborative Practice	Confirmation of registration status with respective College	Collaborative Practice	At pre-internal job transfer, pre-return from leave of absence, annually (at specific dates as prescribed by each respective College)	

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Credential Validation Process – Medicine/Physician	Credentialed professional staff including the Medical and/or Dental staff as contemplated by the Public Hospitals Act	Before hire date	Medicine and Academic Affairs	V.P., Medicine and Academic Affairs	Electronic submission via CMARS for reappointment	Medicine and Academic Affairs	Annual (in June)	
Vulnerable Sector Screen (Reference) Check	All Employees	Application initiated upon hire. Process may take up to 3 months.	HR	HR	Completed Police Reference Check	HR	Annually through the Offence Declaration Form.	Renewal required every five (5) years for Early Learning and Development staff, see below. Employees rehired within three (3) years from their last date of employment at HB must complete the Offence Declaration form (a new Vulnerable Sector Screen Check is not required).
Federal and Provincial Tax Credit Return	All Employees	On or before hire date	HR	HR	Completed Federal and Provincial Tax Credit Return	HR	As required	Basic Personal amount for the Federal and Provincial Tax Credit Return is adjusted annually by the Payroll Dept. for employees that claim it as their Total Claim amount. Employees who choose to change their Total Claim amount are required to submit an updated Personal Tax Credits Return form.
Group Life and Disability Enrollment Form	All eligible employees	Within 30 days of hire date	HR	HR	Group Life and Disability Enrollment Form	HR	NA	
Hours of Work Consent	All employees	Can be submitted at any time during an employee's employment	HR	HR	Initial on Terms and Conditions (offer letter)	HR	NA unless the employee would like to revoke the signed agreement provided that 2 weeks' notice is given.	Agreeable to being assigned overtime hours up to a maximum of 13 hours per day and 60 hours per week.

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Personal Identification	All Employees	On or before hire date	HR	HR		HR	NA	Two (2) pieces of identification (SIN card and one photo ID). The HR office will make a photocopy.
New Employee Orientation Checklist	All employees	Within 30 days of hire date	HR	HR	New Employee Orientation Checklist	HR	NA	
Orientation – General	All employees	Within first month of hire	HR	NA	Full day in-class training. Employee's signature required on orientation attendance form	HR	NA	Mission, Vision & Values Client & Family Centred Care Experiential Tour Leadership and Research
Orientation – HR	All employees	Within first month of hire	HR	NA	Part of the ½ day new hire orientation. Employee's signature required on orientation attendance form	HR	NA	Holland Bloorview Advantage Code of Conduct Emergency Procedures and Codes
Orientation – Nursing	RN; RPN; Client Care Assistants, Nurse Practitioners	Within first month of hire	Nursing Education	Nursing Education	15-day orientation. Employee's signature required on orientation attendance sheet	Nursing Education	No	
Orientation – Clinical (Intro to Paediatric Rehab Principles)	All Clinicians	Within first month of hire	Collaborative Practice and Nursing Education	Collaborative Practice and Nursing Education	In-class Orientation. Employee's signature required on orientation attendance form	Collaborative Practice and Nursing Education	NA	

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Orientation – Clinical (Inter-professional Practice, Teaching and Learning and Collaborative Practice)	All Clinicians	Within first month of hire	Collaborative Practice and Nursing Education	Collaborative Practice and Nursing Education	In-class Orientation. Employee’s signature required on orientation attendance form	Collaborative Practice and Nursing Education	NA	
Orientation – Clinical (Inter-professional Orientation)	Inpatient clinicians	Within first month of hire	Collaborative Practice and Nursing Education	Collaborative Practice and Nursing Education	In-class Orientation. Employee’s signature required on orientation attendance form	Collaborative Practice and Nursing Education	NA	
Orientation – Information Systems	All employees (including students) provided with a Holland Bloorview network logon account	By the end of the first day of employment (or as soon as possible after first logging in)	IS - Network Administrators.	NA	Online orientation upon log in.	Completion is tracked in a database from which IS may run completion reports. Forms are stored in IS. For students, Academic Affairs stores hardcopy forms completed by students.	NA	For Student Nurses and consulting physicians who do not receive a unique network login, a paper form is used. For Consulting Physician’s, Academic Affairs ensures the completion.

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Orientation – Payroll Orientation	All employees	Within first month of hire	Finance/Payroll	NA	NA	NA	NA	Upon hire, email notification from Payroll to review Payroll Viewfinder pages.
Orientation – Payroll Timekeeping Training	Timekeepers	In advance of the pay cycle	Finance/Payroll	NA	NA - Finance/Payroll will track completion (spreadsheet)	Finance/Payroll	NA	Completion managed by the Payroll team; IS provides timekeeping access; Payroll completes the training and grants the rest of the required access
Personal/ Banking Information	All Employees	On or before hire date	HR	HR	Personal Banking Form	HR	Not required.	A void cheque must be attached (or a signed confirmation from the bank). Handwritten banking information will not be accepted.
Probation Review	All employees	After three (3) months of employment and/or 455 hours of service	HR	HR	Probation Review Form (and discussion with manager)	HR	Not required unless the probationary period has been extended or adjusted	If employee performance is not satisfactory, employment may be terminated without cause and without notice.
Social Committee Fund	All employees	Continuously throughout employment	Finance	HR	Automatic payroll deduction of \$1.50 per month	HR	Continuously throughout employment	
Workplace Hazardous Materials Information System (WHMIS Training)	All employees	Within first month of hire	Occupational Health, Safety and Wellness	Occupational Health, Safety and Wellness	Proof of completed training on WISE eLearning module.	WISE eLearning System	Annual	
Emergency Codes	All employees	Within first month of hire	Occupational Health, Safety and Wellness	Occupational Health, Safety and Wellness	Part of the ½ day new hire orientation. Employee's signature required on orientation attendance form	Occupational Health, Safety and Wellness	Annual	Training and retraining available via the WISE eLearning System.

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Health Review	All employees	Within 14 days of hire	Occupational Health, Safety and Wellness	Occupational Health, Safety and Wellness	Appointment with Occupational Health Nurse	Occupational Health, Safety and Wellness	As needed	
Mask Fit Testing	Staff working with inpatients and/or with hazardous chemicals or hazardous drugs.	Prior to working with clients in isolation, with hazardous drugs, designated areas or when working with hazardous chemicals.	Occupational Health, Safety and Wellness	Occupational Health, Safety and Wellness	Fit Test Certificate	HRD and WISE e-learning System	Every two years	
Workplace Violence and Harassment	All employees	Within first month of hire	Occupational Health, Safety and Wellness	Occupational Health, Safety and Wellness	Proof of completed training on WISE eLearning module.	WISE eLearning System	Annual	
Health and Safety Awareness Training for Supervisors	All employees with managerial duties	Within first month of hire or within first month of role change.	Occupational Health, Safety and Wellness	Occupational Health, Safety and Wellness	Proof of completed training on WISE eLearning module.	WISE eLearning System	Not Required	
Health and Safety Awareness Training for Employees	All employees with non-managerial duties.	Within first month of hire	Occupational Health, Safety and Wellness	Occupational Health, Safety and Wellness	Proof of completed training on WISE eLearning module.	WISE eLearning System	Not Required	

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Core Competency – inclusive of Code Blue Training/Point of Care Testing/SMART Pump	All RN's and RPN's and Clinical Care Assistants	Within first 30 days of employment	Nursing	Manager	Evaluation and Checklist	Nursing Education	Annual	
Crisis Prevention Training	RN's, RPN's, Clinical Care Assistants, Child and Youth Workers, all Neurorehab program clinical staff, staff working in the community (Casual Nursing staff based on hours worked)	At Orientation or within first two months of hire	OD&L	Manager	Proof of current CPI training. Crisis Prevention Card	OD&L	Every 18 months	

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Cardiopulmonary Resuscitation (CPR)	<p>All inpatient clinicians, Early Childhood Educators and other nursery school staff, and all Aquatic Program staff are required to be certified. All non-professional level staff (e.g. Clinical Care Assistants) are required to have the Healthcare Provider Level certification.</p> <p>All other clinicians (outpatient or community) an any employee with direct client interaction may require CPR certification (determined by the employee's manager)</p>	<p>At hire for all inpatient clinicians, Early Childhood Educators and other nursery school staff, and all Aquatic Program staff.</p> <p>Within the first three months of employment for other staff, as determined by Management.</p>	Directors and Nursing Unit Admin Support	Directors and Nursing Unit Admin Support	Proof of current CPR-HCP or CPR-C certification.	Directors and Nursing Unit Admin Support	Annual	Certification must be obtained by an outside provider; Recertification may be offered onsite by an authorized provider, if sessions are offered.

Policy Lead	Issued Date
Tracey Millar	Aug 01, 2004
Committee Chair	Review Date
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Committee Member(s)	Review Date
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Authorizer	Review Date
Tracey Millar	Oct 02, 2017
Authorizer's Signature	