



New Employee Welcome – KHSC Orientation Agenda

INSERT DATE – Microsoft Teams 08:00-16:00

Time	Presentation	Presenter	Notes
08:00-08:30	KHSC NEW Welcome and Logistics		
08:30-08:55	Executive Welcome and KHSC Mission, Vision, Values		
08:55-09:20	KHSC is a Great Place to Work		
09:20-09:45	Patient Experience Advisor & Overview Patient Family Centered Care		
09:45-10:15	Living the KHSC Mission		
10:15-10:30	Break		
10:30-10:50	Importance of Teamwork and Infection Prevention Measures During COVID Times		
10:50-11:10	KHSC Safety Culture (OHSW)		
11:10-11:15	Instructions for Meeting your Unions and Completing the Scavenger Hunt		
11:15-11:50	Meet your Union Rep/ completing the scavenger hunt		
11:50-12:00	Instructions for eLearning and Closing Remarks		
12:00-12:30	Lunch		
12:30-16:00	Mandatory Employee Training	Accessibility Training	<i>**If you have completed each item listed, please proceed to the items listed under your My Learning Tab</i>
		Annual Emergency Codes Review – Code Red, Green, & Orange	
		Health and Safety Awareness Training	
		WHMIS	
		Annual Privacy and Connecting Ontario Review for KHSC Staff	
		French Language Services Act	
<i>*please include a 15 minute break to stretch and move around.</i>			



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Please review the FAQ below for common questions that we receive from new employees. If your question is, please feel free to ask!

Question	Answer	Contact Information
Who do I contact if I am having troubles logging into my computer/email?	For any issues related to your user account and computer, contact KHSC Help desk	Call: 4357 Email: KHSC.HelpDesk@kingstonhsc.ca
Who do I contact if I am having troubles logging into Microsoft Teams?	For any issues related to Microsoft Teams, please reach out to Stephanie Kovala or Kate DuQuesnay of the Microsoft Teams Support Group	Call: 613-483-1564 Email: Stephanie.Kovala@kingstonhsc.ca Kate.DuQuesnay@kingstonhsc.ca
What do I do if I am running into challenges with KnowledgeNow?	Please contact Leadership and Talent Development and provide as much information about your concerns as possible	Email: Knowledgenow@kingstonhsc.ca
Who do I call if I am sick and need to miss a shift?	HDH Staff: Contact your Manager directly KGH Staff: Contact your Manager and call the SICK Line	Call: 7425
Who do I call if I have questions about my vacation, pay, benefits, and/or schedule?	HDH Staff: Please visit the People Services office or ask your manager KGH Staff: Please Contact the People Services Centre	Visit: Johnson 1 Call: 7777 Visit: Armstrong 0
What do I do if I have questions about loans and bursaries?	Visit the Leadership and Talent Development page under the People Services tab on the KHSC intranet.	Visit the KHSC intranet
Who do I contact about questions regarding my pay?	Visit the Payroll page under the People Services Tab on the KHSC Intranet	Visit the KHSC intranet
Who do I contact if I have questions about Career Hub or recruitment?	Visit the Workforce Planning and Utilization link under the People Services tab on the KHSC intranet	Call: 3748
What do I do if there is an emergency?	If there is an emergency, please call Switchboard immediately and provide as much information as possible For day-to-day requests, contact the Security Operations Centre	Call: 4444 Call: 4142
Where do I go if I would like a KHSC Transpass for riding the bus?	Please see the Transpass FAQ emailed to you or contact Kaitlynn Pyke in the Security office on Dietary 1	Call: 4218 Email: HospitalID@kingstonhsc.ca
Where can I find more information about wellness and employee safety?	Visit the Occupational Health Safety and Wellness page under the People Services tab on the KHSC intranet	HDH call: 2264 KGH call: 4389
Where can I find more information about Privacy?	Contact the Privacy Office for more information about policies and practices	Call: 2567 Email: privacy@kingstonhsc.ca
Where can I find more information about WorkPerks?	Please see the Employee Handbook (sent digitally following orientation) or contact the People Services Centre	Call: 7777 Visit: Armstrong 0
How do I contact my Union Representatives?	Visit the Employee and Labour Relations link under the People Services tab for the most up-to-date contact information	Call: - CUPE: 6011 - ONA: 7310 - OPSEU: 7627