

## Important Notice - Allied Health Casual Pool Orientation

### Before your first day of work

Welcome to Western Sydney Local Health District. To support you in your new role we have developed a comprehensive Orientation Program. Please follow the instructions carefully to ensure you meet all your orientation requirements.

#### 1. Obtain your StaffLink number

Your StaffLink number will be used to access several applications whilst working with WSLHD.

If you are transferring or currently working within NSW Health, you will retain your current StaffLink number.

For employees new to NSW Health, your StaffLink number will be provided to you via email. All new employees must activate their StaffLink password by calling State-wide Service Desk on **1300 28 55 33**.

#### 2. Update your Details on My Health Learning

You will complete your online mandatory training and other online training on My Health Learning. Your training records will also be recorded on this platform.

1. Log into My Health Learning using your StaffLink number by accessing this link:  
<https://hetionline.cit.health.nsw.gov.au/>
2. Check your profile under 'My Details' to ensure your details are correct.
3. Familiarise yourself with My Health Learning basic function starting with the 'Learner's User Guide'.

#### 3. Access the WSLHD Allied Health Orientation Website

1. Familiarise yourself with orientation website by accessing this link:  
<https://www.wslhd.health.nsw.gov.au/education-portal/nursing-midwifery/allied-health/allied-health-orientation/allied-health-orientation>
2. Watch the welcome video by the District Director of Allied Health, Jacqueline Dominish.
3. Download and read the Employee Journey Handbook available on the orientation website.

#### 4. Register for your Orientation Day

1. Create a 'Signup Zone' account using your preferred email address: <https://signup.zone/>
2. Enrol into one orientation day via <https://signup.zone/pbuDheCpdjTnwR9kn> by **COB Monday 15/06/2020**
3. You will be emailed more specific information and a detailed program following enrolment and before your orientation day.

## 5. Complete WSLHD Orientation online

1. Create an account for WSLHD Moodle - <https://education.wsahs.nsw.gov.au/login/index.php>. For first time users, it is important you follow the instructions under *'Is this your first time here?'*.
2. Enrol and complete the Corporate Orientation Package – **Course Code: COM1440**.
3. Ensure you complete the compulsory survey and orientation quiz with a score of at least 80% to be marked as completed

Note: This **MUST** be completed prior to attending your Orientation Day. You will be paid a full day of work to complete your online WSLHD Orientation and Online Mandatory Training as outlined below in step 6.

## 6. Complete Online Mandatory Training

1. Log in to My Health Learning by accessing this link - <https://hetionline.cit.health.nsw.gov.au/>
2. Complete Online Mandatory Training. For all mandatory training modules requiring completing, refer to the WSLHD Allied Health Orientation Website – *'Mandatory Training'*:  
<https://www.wslhd.health.nsw.gov.au/education-portal/nursing-midwifery/allied-health/allied-health-orientation/allied-health-orientation>

## 7. Update your availabilities on Employee Online

1. Using your StaffLink number and password, log into Employee Online by accessing this link - <https://wseol.ros.health.nsw.gov.au/EmployeeOnlineHealth/WS/Login?forceDesktopVersion=False>
2. Update your availabilities. For instructions, please refer to this quick reference guide:  
<file:///C:/Users/60028191/Downloads/Casual%20Availability%20in%20Employee%20Online.pdf>

## 8. Attend your Orientation Day

Your Orientation Day will involve induction with your discipline or team in one facility. You will also complete practical mandatory training and have your security access organised. You will be emailed more specific information and a detailed program following enrolment and before your orientation day.

## 9. Attend supernumerary shifts

You will be contacted by your manager when a supernumerary shift is available. Supernumerary shifts will allow you additional time to be orientated to your discipline and other facilities. Please update your availabilities on Employee Online.

It is a pre-requisite that you have completed your WSLHD Orientation online, mandatory training requirements and attended an Orientation Day prior to being offered supernumerary shifts.

### Queries:

For any questions regarding your orientation, please contact the Allied Health Training Coordinator:

Reggie Daguio

WSLHD Allied Health Training Coordinator

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