

The Mandatory Education courses listed here are approved by the VCH Senior Executive Team under VCH Mandatory Education policy HR4200. Employees are expected to complete these courses during regular working hours.

NEW EMPLOYEES TO VCH UPON HIRE

VCH Orientation Online

[For Point of Care Staff](#)

OR [For Non-Point of Care Staff](#)

Includes:

- Respectful Workplace
- Privacy & Confidentiality (Confidentiality Undertaking for VCH Employees)
- MSI Prevention
- Workplace Violence Prevention Online Curriculum*
- Worker Safety and Patient Safety (PSLS)
- Workplace Hazards (WHMIS)
- Emergency response
- Infection Prevention and Control
- Waste Management

EMPLOYEES EVERY TWO YEARS

- [Infection Prevention and Control for direct clinical care providers](#)

OR

- [Infection Prevention and Control module \(For non-point of care\)](#)
- [Privacy and Confidentiality module](#)
(Confidentiality Undertaking for VCH Employees)

EMPLOYEES WORKING IN UNITS DEEMED HIGH RISK FOR AGGRESSIVE BEHAVIOUR ONCE

- Workplace Health – Violence Prevention Core Classroom** (Staff will be contacted by Regional Scheduling & Timekeeping to book the classroom training)

ONCE PER YEAR

- Violence Prevention “Refresher” Education** (“Refresher” education is simulation based and held on the unit)

VOLUNTEERS EVERY TWO YEARS

- [Infection Prevention and Control module](#)
- [Privacy and Confidentiality module](#)
- (Confidentiality Undertaking for VCH Employees)

MEDICAL STAFF

- [VCH Medical Staff Education Curriculum– 6 modules](#)

NEW MANAGERS WITHIN 3 MONTHS OF HIRE

- VCH Orientation Online [For Point of Care Staff](#)
OR [For Non-Point of Care Staff](#)
- **Core LINX-New Manager Orientation Classroom Course** (half day – registration is automatic via Employee Engagement)
- [Occupational Health and Safety for Leaders](#)
- [Incident Investigation](#)

MANAGERS, DIRECTORS, AND SUPERVISORS

- [Occupational Health and Safety for Leaders](#) (once)
- [Incident Investigation](#) (once)
- [Occupational Health and Safety Refresher for Managers/Supervisors \(Online\)](#) (annually)

*please note that new employees from another Health Authority who have completed the on-line and core classroom Provincial Violence Prevention Curriculum (PVPC) do not have to repeat this training and should instead forward their certificates of completion to: vchworkplacehealth@vch.ca