

Conducting a Community Orientation

A checklist for staff

As the key HealthWest contact for a community participant, you need to conduct an orientation so they have all the information they will need. Please use this checklist to help you!

Prepare for the orientation

- Set a meeting time with the community participants.
 - Schedule at least one hour for the session.
 - Meet at a place convenient for the participant, preferably in the location that the project will be conducted.
- Prepare information for the orientation.
 - Add your name and contact details to the *Community Orientation Manual* page 1.
 - Print manual and current Community Participation Policy.
 - Print the current organisation chart.
 - Print the role description.
 - Gather and print any other relevant administrative or project information.
- Read the orientation manual, check that you understand everything.

Conduct the orientation

- Ask the community participant what they want to get out of the orientation.
- Work through the community orientation manual and tick items off the orientation checklist.
 - Check in with the community participant often, allow space for questions.
 - Ask for the community participant's contact details and preferred mode of communication.
 - Ask how the community member wishes to receive payment
- Talk about the specific project and the role of the community participant.
- Conduct a building and emergency evacuation orientation if the community participant will work from a specific site regularly.
- Discuss next steps with the community participant.

After the orientation

- Arrange payment (\$30/hour) using the community participant's preferred payment method.