



Putting Patients First

better health • better care • better value • better teams

PFA Onboarding Checklist

Name of PFA: _____

Organization: _____

Date: _____

- Registration form
- Photo/video consent form
- Confidentiality form
- Volunteer criminal record check
- Honorarium form
 - SIN/Tax information form (T4 need to be issued if \$500 or more is given as honorarium)
- PFCC handbook
- Attend Patient & Family Advisor Orientation Session
- Glossary of healthcare, lean and PFCC terms
- Evaluation of orientation
- Policies
 - Honoraria
 - Media consent
 - Confidentiality
 - Criminal record check
 - Scent free/ reduced work place
 - Infection control and hand washing
 - Identification/Parking*
 - Standardized emergency codes*
 - Conduct*
 - Conflict of interest*
 - Dress code / personal hygiene*
 - Alcohol or drug abuse*
 - Theft or abuse of property*
 - Cultural diversity*
 - Fraud*
 - Harassment*

P.S: Items with * attached to them are for consideration.