




WCCN

Orientation of New Staff Policy

Doc. Number	WCCN/2018/34
Date Issued	2018/02/12
Revision	

Author	Position	Signature	Date
Policy Task Team			2018/02/12

Approved by	Position	Signature	Date
College Senate	Head of Academia		2018/05/04

All Change requests should be submitted to WCCN

REVISION	TITLE OR BRIEF DESCRIPTION	ENTERED BY
2021/12/21	Rebranding	Dr T M Bock
2024/01/15	Re-branding	Dr T M Bock

SENATE PREAMBLE

This policy is to be applied from adoption hereof. This policy is by no means to be retrospectively applied and will only deal with the exam cycle, immediately prior to ratification of this policy.



1. SCOPE

The Policy is applicable to all staff members of the Western Cape College of Nursing (WCCN). This policy is part of the Quality Assurance system of WCCN and a Legislative requirement of the Public Sector.

2. THE PURPOSE OF THIS POLICY

The purpose of this policy is to introduce new employees to the establishment, the public health sector and higher education. Orientation will familiarize the employee with their role, responsibilities and communication network to enhance performance and efficiency.

3. OBJECTIVES

- 3.1 To introduce the novice employee to the workplace
- 3.2 To familiarize the officer to the Job Description, Performance system and professional responsibilities
- 3.3 To introduce the employee to line management, departmental organogram as well as related support staff/systems
- 3.4 To address conditions of service and disciplinary processes
- 3.5 To promote cohesion and productivity within the workplace
- 3.6 To reduce anxiety and enhance the spirit of teamwork
- 3.7 To introduce the officer to Batho Pele, the values of public service and key initiatives to enhance service delivery
- 3.8 To understand integration and appreciation of diversity within the workplace
- 3.9 To introduce the officer to legislation appropriate to service delivery in the public health sector

4. DEFINITIONS

- 4.1 Induction** is the process where a new staff member is familiarized to his/her new work environment (Gerber, Nel and van Dyk in Booyens 1993: 366).
- 4.2 Orientation** is the personalised training of the individual employee so that he/she becomes acquainted with the requirements of the job itself (Booyens 1993: 367).

5 MACRO/GENERIC

5.1 General Induction

This programme needs to be completed for the first five (5) days, and is the responsibility of People Management Component of the organisation

Topics to be covered are:

Organisation specific:

Vision and Mission of the organisation
Strategic objectives of the organisation
Organogram of the organisation

WCCN NO 34 Orientation of New Staff Policy

Channels of communication
Introduction to other staff members

Statutory and occupational specific legislation:

Conditions of employment
Public Service Act
Service delivery/Batho Pele
Labour relations
Disciplinary and grievance procedures
Code of Conduct and Public Service Conduct
Occupational Health and Safety
Skills Development

Geographic orientation:

Physical environment and facilities

Disaster management:

Disaster management protocols inclusive of fire drills and injury on duty

5.1.1 Induction to the Public Service

This programme needs to be completed in the first six (6) months and is the responsibility of the Public Service and Administration (outside provider)

Topics covered are:

The vision and purpose of government:

Challenges in South Africa
Initiated programs to address the citizen's needs
The budget
Economic growth

Government structures and the Public Service:

The Constitution
Spheres of Government
Cooperation in Government

Batho Pele Principles and implementation:

Communication in the public service
Conflict management

Fighting corruption in the public service:

Recognise forms of corruption
Anti-Corruption Strategy

Rights and responsibilities of public servants:

Working in the public service

WCCN NO 34 Orientation of New Staff Policy

Public Service Code of Conduct
Right to strike

5.2 Orientation

This programme needs to be completed in the first three (3) months and is the responsibility of the immediate supervisor as it is post/occupation specific

Topics to be covered are:

Job specific:

Job description
Performance plan and development plan (SPMS)
Role and responsibility of position

Post specific:

Legislation pertaining to the position held
Processes to follow in networking
Channels of communication in specific position
Quality management systems and tools
Legislation specific to workplace and post
Career development

6. IMPLEMENTATION

6.1 Induction

Official programme to address all relevant topics identified must be compiled. On completion of each component, both the presenter and the new staff member must sign it off.

Original signed off document must be filed in the officer's personnel file as proof/evidence

6.2 Induction to the Public Service

The new appointee to the public sector is nominated through the process of Skills Development to attend a structured programme within the first six (6) months of appointment. An official register is kept of all officers who completed the Induction programme. Certificate of attendance is issued to the employee and copy is sent to the People Management department for filing purposes

6.3 Orientation

The new appointee to receive an official checklist that is post/occupation specific (refer to topics to be covered). Both the new appointee and the person doing the orientation must sign this check list off on the day the topics were addressed.

Original signed off document must be filed in the officer's personnel file as proof/evidence

6.4 Violation of this policy

Failure to adhere to this policy will lead to formal disciplinary action

7. PRINCIPLES WHICH THIS POLICY STRIVES TO UPHOLD

- a) Accountability
- b) Credibility
- c) Fairness
- d) Non-discriminative
- e) Receptive to information/change
- f) Service applicability
- g) Transparency

8. REFERENCES ANDF RESOURCES

Booyens, S. W. 1993. *Dimensions of Nursing Management*. Juta: Kenwyn

Public Administration Leadership and Management Academy Republic of South Africa. 2010. *Public Service induction Workshop*