HCAP - After hire checklist

You have hired Health Care Support Worker(s), what’s next?

# STEP 1: Portal Update

[ ] Login to theEmployer Portal and update with the employee’s logistics. <https://hcapemployers.gov.bc.ca/>

# STEP 2: Provincial learning hub

[ ] Assist the new HCSW employee to create an account within the Provincial Learning Hub:

[Home - LearningHub (phsa.ca)](https://learninghub.phsa.ca/Learner/Home).

* Non-health authority employees should select Affiliate/Contractor as the account type and select the local area Health Authority region they are in to be able to access the online courses.

[ ] Employeeto enroll and complete Course Code 24230 - Curriculum: Provincial Standard Health Care Support Worker Orientation Program. Approximate time to complete course is 22.5 hours.

[ ] Complete additional Provincial Requirements/Employer Specific Orientation

# STEP 3: Schedule & On-site orientation

[ ] HCSW schedule of working hours

[ ] Employer required education and training

[ ] On-site employee orientation

[ ] Resources to guide HCSW orientation and ongoing work tasks are available within the HCAP Employer Guidance document.

# step 4: Post-secondary institution application

[ ] Application to post-secondary institute Health Care Assistant Program

* There is an **HCAP specific application** that **MUST** be filled out to gain a seat in the correct HCA program
* HCAP participants have all application fees waived
* Employee **MUST** meet post-secondary institute program requirements
* There is a one-time $342 pre-requisite stipend available to cover pre-requisite costs.

Employees can apply here: <https://www.choose2care.ca/hcap-pre-requisite-stipend/>

**Refer to the HCAP Employer Guidance document for complete details and links to orientation materials.**