**TAHSNe Learner Orientation Welcome Letter Sample**

Dear <learner name>,

Attachment

Welcome to <site>, we look forward to having you do your placement with us! On your first day please report to <location + attach map>, where <name> will meet you.

Prior to arriving please read the following on-boarding instructions below and complete the steps at least <# days> business days prior to your first day of placement.

* **Online registration**

Please create an account via <registration link> and register your placement information. Your placement details are as follows;

* Learner Type: <profession/discipline>
* Placement Dates: <insert start and end dates>
* Location/Site information: <insert location>
* Preceptor/Supervisor name and email: <contact information>

*Note for returning students: log into your existing online account and just add your new placement details*

* **Online modules and in-person training**
* Please complete the mandatory orientation learning modules via the following link: <link>
* Approximate length of time to do modules: <time>
* Browser recommendation: <browser>. Modules <can or cannot> be paused and restarted mid-way through.
* Module proof required: <screenshot/print/not required>
* Please contact <contact person> to sign up for the <training>, <number of days> prior to your arrival
* **Electronic patient health records training**
* Completed pre-requisite online training at: <link>
* Once completed, you will need to sign up for your in-person class session at <link>
* **ID badges**
* You can obtain a hospital photo ID at <location>
* Photo ID badge hours: <hours>
* Bring a government issued photo ID in order to obtain a <hospital> photo ID
* **What to bring on day 1**
* Photo ID: Bring a government issued photo ID in order to obtain a <hospital> photo ID
* Lockers: Bring your own lock for lockers located at <location>
* Scrubs: Can be picked up at <location>. Scrubs will require <payment options> to put down a deposit.
* **Learner Engagement survey**
	+ Your experience is important to us, at the end of your placement, you will be sent a link to complete an online learner engagement survey. Your voice matters, as it helps us improve the learner experience.
* **Additional information**
* <Site> is a respectful, caring, and inclusive workplace. If you require accommodation, please be aware this is a collaborative process between your academic site, yourself and < site>. Please contact your academic institution’s placement coordinator to facilitate the process.
* For more information visit <education website, or handbook link, or general hospital page>

If you have any questions or require information, please contact <contact info>. Enjoy your learning experience here at <site>!