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.**