

New Coordinator Support Process

Information sharing protocol when an OHHP-Taking Action for Healthy Living Coordinator is leaving her/his position:

- ♥ The Coordinator will inform the Regional Representative & Partnership Chair
- ♥ The Regional Representative will then send an e-mail out to: OHHN Executive, Ministry of Health Promotion & Heart Health Resource Centre within an agreed time, so that confidentiality is not compromised and all relevant partners are kept informed about the change in a timely fashion.

Information sharing protocol when a New OHHP Coordinator has been hired:

The Regional Representative will then send an e-mail out to: OHHN Executive, Ministry of Health Promotion & Heart Health Resource Centre (HHRC) that a new Coordinator has been hired.

Supporting the New Coordinator:

The OHHN (Regional Representative), the HHRC (Program Coordinator), and the Ministry of Health Promotion (Program Coordinator) will all make contact with the new coordinator as soon as possible. The following chart provides details on the information that should be given to the new coordinator.

Process for keeping the “Tip Sheet” up-to-date

The “Tip Sheet” should be housed by the OHHN Executive Committee. It will be a standing agenda item at Executive meetings. If major changes need to be made to the Tip Sheet, the Executive can choose to send it to the Communications Working Group for revision.

OHHN Regional Representative	Ministry Representative	Heart Health Resource Centre Reps
<ul style="list-style-type: none"> • Make introductory contact with new OHHP coordinator. • Walk the new coordinator through registering on the OHHN website (username and password) – • Once on the website they can click on the “New Coordinators Corner” to get the New Coordinators Tip Sheet. The Tip Sheet includes: <ul style="list-style-type: none"> ♥ Introduction to the OHHP-TAFHL, the OHHN, the MHP and the HHRC ♥ Specific regional information, including partnership information. ♥ A map highlighting information about the region will be included in relation to the 37 other projects and within the six different regions. ♥ The Regional Representative and Chairperson’s contact information ♥ Dates for regional meetings will be highlighted. 	<ul style="list-style-type: none"> • Make introductory contact with new OHHP coordinator. Give information on: <ul style="list-style-type: none"> ♥ Location of key documents ♥ Reporting dates and responsibilities 	<ul style="list-style-type: none"> • Contact new coordinators and provide brief intro on the HHRC and their services: <ul style="list-style-type: none"> ♥ Overview of hhrc.net, New Coordinators section and the on-line request form ♥ Inform of next orientation session ♥ Provide information on the HHRC Services: <ul style="list-style-type: none"> - Coaching/Consulting - Training events - Tools & resources - Orientation manual ♥ Provide information on Heart Links and the Coordinators listserv. ♥ TEIP and how it links to HHRC should also be provided. ♥ Provide general support and coaching to new Coordinators upon request.