

New Employee Orientation Day 1

Location: Pete Wheeler Auditorium GA-104

08:00 – 08:30	Warm-up (Education Support Service Line) Creativity <ul style="list-style-type: none">• Ice Breaker• Review Agenda• Computer Access and Immunization Forms
08:30 – 10:30	Human Resources Paperwork (HR Dept) Personal Mastery <ul style="list-style-type: none">• Insurance• Retirements• Workman’s Compensation
10:30 – 10:45	<u>BREAK!</u>
10:45 – 11:00	Welcome to VA Organizational Stewardship
11:00 – 11:30	Mandatory Videos & Discussion The Big VA Customer Service/Organizational Stewardship <ul style="list-style-type: none">• Videos
11:30—12:15	<u>LUNCH!</u>
12:15 – 01:15	Suicide Prevention (Jeannine Vinson) Organizational Stewardship
01:15 – 01:30	OEF/OIF Presentation (Kerry Travis /Keith Harris) Organizational Stewardship
01:30 – 02:30	Infection Control (Edna Fleming) Technical Skills
02:30—02:45	<u>BREAK!</u>
02:45 – 03:45	Environment of Care I Safety Training (Derek Jones) Organizational Stewardship <ul style="list-style-type: none">• Fire and Safety• Safe Patient Handling
3:45 – 4:00	Occupational Health (Sandra Wailer) Organizational Stewardship
4:00—4:30	Wrap-up Creativity <ul style="list-style-type: none">• Address parking lot questions

New Employee Orientation

Day 2

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08:00 – 08:15	Warm-up (Education Support Service Line) Creativity <ul style="list-style-type: none">• Ice Breaker• Review Agenda
08:15 – 08:30	Chaplain Services Personal Mastery
08:30 – 09:15	Aging Sensitivity (Sally Bernherdt) Customer Service <ul style="list-style-type: none">• Compassion-building assimilations
09:15 – 09:30	<u>BREAK!</u>
09:30 – 09:45	VA SURGICAL QUALITY IMPROVEMENT PROGRAM (Renee Flagg) Organizational Stewardship (VASQIP)
09:45 – 10:00	Quality Management (Sonja Reed) (Teres Pickens) Organizational Stewardship
10:00 – 11:30	Sexual Harassment & EEO Process (Tiffany/Antoinette) Interpersonal Effectiveness
11:30 – 12:00	Welcome from the Director's Office Organizational Stewardship <ul style="list-style-type: none">• VA overview• Group Picture
12:00 – 12:15	Women's Wellness (Brenda Melton/ Valerie Green) Organizational Stewardship
12:15 – 01:00	<u>LUNCH!</u>
01:00 – 01:45	Customer Care <ul style="list-style-type: none">• Veteran Centered care• A Veterans Story
01:45 – 02:45	Health & Facility Information (Sandra Waller) Organizational Stewardship <ul style="list-style-type: none">• TB TEST
02:45 – 03:00	<u>BREAK!</u>
03:00 – 03:30	Unions (Leland Leonard, NEFE/Dorei Johnson, AFGE, NNU, Eula Roland)
03:30 – 04:00	High Performance Development Model (Timothy Jones)
04:00 – 04:30	Wrap-up <ul style="list-style-type: none">• Address parking lot questions

New Employee Orientation Day 3

Location: Pete Wheeler Auditorium GA-104

08:00 – 08:45	Warm-up (Education Support Service Line) Creativity <ul style="list-style-type: none">• Ice Breaker• Review Agenda• Our Turn to Serve
08:45-09:30	VIDEO <ul style="list-style-type: none">• Builder Password• View “Information Security: <u>What You Need to Know</u>”
09:30-09:45	Security and Awareness (Ms. Beamon, Mr. Curry) Organizational Stewardship
09:45-10:00	Privacy Policy (PJ Marti)
10:00-10:15	<u>BREAK!</u>
10:15-11:15	Computer Access (IT Staff) Technical Skills
11:15-11:45	COMPLIANCE/HIPPA/ETHICS (Cynthia Kenward/Cindy Siegler) Organizational Stewardship
11:45-12:30	<u>LUNCH!</u>
12:30-01:30	ID Badges
01:30-02:00	Disruptive Behavior committee and Patient Record Flagging Training Organizational Stewardship
02:00-03:00	TMS Instruction Employee
03:00-04:00	Human Resources Chief (Zetta M. Ferguson) System Thinking Welcome & Education Overview Best Careers/Best Care
04:00-04:30	Wrap Up! NEO Evaluations

REMINDER*** Class starts Thursday at 07:30, please wear comfortable clothing***

New Employee Orientation Day 4

Location: Pete Wheeler Auditorium GA-104

07:30 – 08:00	Registration and Introductions Group Process and Pre-test
08:00 – 08:45	Violence in the Workplace (Sgt. Adams)
08:45 – 09:00	Verbal/Non-verbal Communications (Sgt. Adams)
09:00 – 09:45	“Reduce Your Risk” video <ul style="list-style-type: none">▪ Series of vignettes and discussions▪ Question and Answer form
09:45 – 10:00	<u>BREAK!</u>
10:00 – 11:30	Escape Techniques (Sgt. Adams)
11:30 – 12:30	<u>LUNCH!</u>
12:30 – 02:30	Patient and Family Centered Care
02:30 – 02:40	<u>BREAK!</u>
02:40 – 03:40	Treating Veterans with Care
03:40 – 04:00	Putting it all together & Evaluations

Note: ALL nursing staff (RN, LPN, NA, Escorts) will report to 3A197 at 8:00 Day 5 of Orientation to continue training. If there are questions about Nursing Orientation, contact Joyce Beeks at ext 6842. All other employees must report to their respective service line.