

Atlanta VAMC New Employee Orientation Day 1

Location: Pete Wheeler Auditorium Rm GA-104

8:00am	-	8:20am	Warm-up (HR Activities) <ul style="list-style-type: none">• Introductions
8:20am	-	9:50am	Human Resources Paperwork <ul style="list-style-type: none">• Personnel Paperwork
9:50am	-	10:00am	Credit Union
10:00am	-	10:15am	<u>BREAK</u>
10:15am	-	11:30am	Human Resources Paperwork <ul style="list-style-type: none">• Insurance• Retirement
11:30am	-	12:15pm	<u>LUNCH</u>
12:15pm	-	1:15pm	Suicide Prevention
1:15pm	-	1:30pm	OEF/OIF Presentation
1:30pm	-	2:30pm	Infection Control
2:30pm	-	2:45pm	<u>BREAK</u>
2:45pm	-	3:45pm	Environment of Care Safety Training
3:45pm	-	4:00pm	Occupational Health
4:00pm	-	4:30pm	Day 1 Wrap Up

Atlanta VAMC New Employee Orientation Day 2

Location: Pete Wheeler Auditorium Rm GA-104

8:00am	-	8:15am	Warm-up <ul style="list-style-type: none"> • Review Agenda
8:15am	-	8:30am	Chaplain Services
8:30am	-	9:15am	Aging Sensitivity
9:15am	-	9:30am	<u>BREAK</u>
9:30am	-	9:45am	VA Surgical Quality Improvement Program
9:45am	-	10:00am	Quality Management
10:00am	-	11:30am	Sexual Harassment & EEO Process
11:30am	-	12:00pm	Welcome from the Director's Office
12:00pm	-	12:15pm	Women's Wellness
12:15pm	-	1:00pm	<u>LUNCH (Blue Cross/Kaiser/GEHA @ back table)</u>
1:00pm	-	1:15pm	Patient Advocate
1:15pm	-	2:00pm	My Health-E Vet
2:00pm	-	2:45pm	Health & Facility Information <ul style="list-style-type: none"> • TB Test
2:00pm	-	2:45pm	Customer Care Videos <ul style="list-style-type: none"> • Our Turn to Serve • History of America's Military Women
2:45pm	-	3:00pm	<u>BREAK</u>
3:30pm	-	3:30pm	Unions
3:30pm	-	4:00pm	High Performance Development Model
4:00pm	-	4:30pm	Day 2 Wrap-Up

Atlanta VAMC New Employee Orientation Day 3

Location: Computer Rm #10C – 131

8:00am	-	8:20am	Warm-up
			<ul style="list-style-type: none"> • Review Agenda
8:20am	-	9:00am	Customer Care & Information Security Videos
			<ul style="list-style-type: none"> • Welcome to the VA • Information Security: <u>What You Need to Know</u>
9:00am	-	9:30am	Security & Awareness
9:30am	-	10:00am	Privacy Policy
10:00am	-	10:15am	<u>BREAK</u>
10:15am	-	11:15am	Computer Access
11:15am	-	11:45am	Compliance/HIPAA/Ethics
11:45am	-	12:30pm	<u>LUNCH</u>
12:30pm	-	1:30pm	ID Badges
1:30pm	-	2:00pm	Disruptive Behavior & Patient Record Flagging
2:00pm	-	3:00pm	Talent Management System (TMS)
3:00pm	-	3:30pm	Human Resources
			<ul style="list-style-type: none"> • Welcome to the VA • Human Resources Overview
3:30pm	-	4:00pm	Employee Education
			<ul style="list-style-type: none"> • Education Overview • Best Careers/ Best Care
4:00pm	-	4:30pm	Day 3 Wrap-Up

Atlanta VAMC New Employee Orientation Day 4

Location: Pete Wheeler Auditorium Rm GA-104

8:00am	-	8:20am	Registration & Introductions
			<ul style="list-style-type: none"> • Group process & pre-test
8:20am	-	8:45am	Violence in the Workplace
8:45am	-	9:00am	Verbal/Non-verbal Communications
9:00am	-	9:45am	Video:
			<ul style="list-style-type: none"> • Reduce Your Risk
9:45am	-	10:00am	<u>BREAK</u>
10:00am	-	11:30am	Escape Techniques
11:30am	-	12:15am	<u>LUNCH</u>
12:15pm	-	12:30pm	Healthy Living
12:30pm	-	2:30pm	Patient & Family Centered Care
2:30pm	-	2:40pm	<u>BREAK</u>
2:40pm	-	3:40pm	Treating Veterans with Care
3:40pm	-	4:30pm	NEO Wrap-Up

Note: ALL nursing staff (RN, LPN, NA, Escorts) will report to 3A197 at 8:00am, the next business day after Day 4 of Orientation to continue training. If there are questions about Nursing Orientation, contact Jeanne Overby at ext 6842. All other employees must report to their respective department.