

# New Employee Orientation Schedule

Louis Stokes Cleveland VA Medical Center

## Your Career at the VA: A Pathway to Excellence

Day One

Topic	Beginning Time	Ending Time	Presenter	Extension
Begin the Pathway	7:30 AM	7:55 AM	Facilitator	821-2100
Form Completion/Oath	7:55 AM	8:25 AM	HRMS P&R	821-2100
Payroll	8:25 AM	8:50 AM	Fiscal	821-6555
Veterans' Ceremony	8:50 AM	9:00 AM	Facilitator	821-2100
VA Mission	9:00 AM	9:30 AM	Dan Popovich	821-2100
<b>Break 9:30 AM to 9:45 AM</b>				
Pathways to Leadership Programs	9:45 AM	10:35 AM	HRMS Education	820-6285
Types of Leave	10:35 AM	10:45 AM	HRMS ELR	821-2100
Responsibility & Conduct	10:45 AM	11:00 AM	HRMS ELR	821-2100
VHA Testimony	11:00 AM	11:15 AM	Staff	821-2100
Benefits P.1**	11:15 AM	12:15 PM	HRMS Benefits	821-2100
<b>Lunch 12:15 PM to 1:00 PM</b>				
Nursing Lunch 'N' Learn*	12:45 PM	1:00 PM	Nursing Service	820-6698
Benefits P.2**	1:00 PM	1:45 PM	HRMS Benefits	821-2100
<b>Break 1:45 PM to 2:00 PM</b>				
Director's Welcome	2:00 PM	2:30 PM	Director's Office	820-4000
Safety Briefing P.1	2:30 PM	4:00 PM	Safety Management	821-6165

\*Nursing Service only.

\*\* Employees not receiving Federal Benefits meet with Adam Hardwick, Facilitator, and receive their PIV (ID) & Proximity Cards during the Benefits lecture. For employees receiving Federal Benefits, PIV (ID) & Proximity Cards will be issued via your service. Please contact your service with questions regarding card issuance.

Continental Breakfast will be provided.

Medical Center Telephone: 216-791-3800

Administration Telephone: 216-791-2100

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Day Two

Topic	Beginning Time	Ending Time	Presenter	Extension
Journey along the Pathway	8:00 AM	8:05 AM	Facilitator	821-2100
Patient Privacy/HIPAA	8:05 AM	8:35 AM	Privacy Officer	821-4209
Information Security	8:35 AM	9:05 AM	Information Security	821-1387
Canteen Services	9:05 AM	9:20 AM	Canteen Service	216-701-7282
Century Federal Credit Union	9:20 AM	9:30 AM	Credit Union	216-535-3600
<b>Break 9:30 AM to 9:45 AM</b>				
Infection Control	9:45 AM	10:30 AM	Liz Flannery	820-4792
Operation S.A.V.E. (Suicide Prevention)	10:30 AM	11:20 AM	Social Worker	216-701-3626
Computer Log-in Overview	11:20 AM	11:45 AM	Janice Johnson	820-4007
Union Lunch 'N' Learn	11:45 AM	12:30 PM	AFGE	821-6703
Prevention & Management of Disruptive Behavior	12:30 PM	2:30 PM	Anita Peters	820-5107
Safety Briefing P.2	2:30 PM	3:45 PM	Safety Management	821-6165
Police Services	3:45 PM	4:10 PM	Officer Carlson	820-4207
Vehicle Registration	4:10 PM	4:30 PM	Officer Carlson	820-4207

Lunch will be provided courtesy of AFGE Local 31.

Vehicle Registration will be available immediately following the Police Services presentation.

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Day Three

Topic	Beginning Time	Ending Time	Presenter	Extension
<b>*Employees not receiving Morning Training will report to their services in the morning.</b>				
<b>Morning Training **:</b>				
<b>Clinical Employees</b> will meet in the HRMS training room (2M670) to be escorted to CPRS Training (2M610)	7:45 AM	12:00 PM	Instructor	839-3792
<b>Administration Employees</b> will meet in the HRMS training room (2M670) to be escorted to Administration Training (4 <sup>th</sup> Floor Admin Building)	8:00 AM	12:00 PM	PCAS	821-4402
<b>Afternoon Training (all new employees EXCEPT Nursing Service Nurses):</b>				
EEO Training (HR Conference Room 2M670)	1:00 PM	3:00 PM	EEO Manager	821-6604

\*Clinical and Administration employees will report to their services after training. All other employees are to report to their services per their assigned tours of duty.

PIV (ID) and Proximity Cards will be issued via your service. Please contact your service with questions regarding issuance.

Employees must add their supervisors in their TMS accounts in order to complete virtual training.

\*\*Except for Nursing Service personnel and nurses outside of Nursing Service, employees who will access patient records must attend CPRS training on Day 3. Nursing Service personnel will receive CPRS training during their alternative orientation program. Nurses outside of Nursing Service must contact their supervisors to find out when they should take the CPRS training. Administration training is reserved for PCAS employees.

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