

# New Employee Orientation Schedule

## A Pathway to Excellence

**Day One** starts at 7:30 AM and the topics are: Begin The Pathway; from Completion/Oath; Payroll; Veterans' Ceremony; VA Mission/ICARE.

A Break is from 9:30 to 9:45 a.m., followed by topics: Pathways to Leadership; Types of Leave; Responsibility & Conduct; \*Benefits Part One; Century Federal Credit Union; Pastoral Services.

Lunch is from 12:15 to 1:00 p.m.

We resume with topics: \*\*Nursing Service Meet 'N' Greet; Benefits Part Two;

Another Break is from 1:45 to 2:00 p.m. followed by the remaining topics: Veterans' Benefits; Safety Part One.

Please Note:

\* Employees not receiving Federal Benefits meet with the facilitator to receive their PIV (identification) cards and vehicle registration during the Benefits lecture. For employees receiving Federal Benefits, PIV (identification) cards and proximity cards will be issued via the PIV office, at a time to be determined by the employees' supervisors. Please contact your service with questions regarding card issuance.

\*\* Some classes are for Nursing Service employees only.

**Day Two** starts at 7:40 AM and the topics are: Journey Along The Pathway; Canteen Service; Patient Privacy/HIPAA; Information Security; AFGE Local 31.

A Break is from 9:30 to 9:45 a.m., followed by topics: Infection Control; Suicide Prevention; Computer Log-in Overview.

Lunch is from Lunch 11:45 a.m. to 12:15 p.m.

We resume with topics: Veterans Benefits Questions Roundtable; Disruptive Behavior Prevention Program; Benefits Questions Roundtable; Safety Part Two; Police Services.

**Day Three** covers Computerized Patient Record System (CPRS)\*

The training starts at 7:45 AM for Clinical Employees, but Administrative Employees will be determined later.

Lunch is from Lunch 12:00 p.m. to 1:00 p.m.

We resume with topics: \*\*Equal Employment Opportunity; \*\*\*Talent Management System/Entrance Survey.

Note:

\* Nursing Service personnel are excluded from this training, and will receive the training during their alternate orientation program. Employees who will access patient records must attend Clinical CPRS training, and employees who will access patient schedules must attend Administrative CPRS training. Employees not receiving morning training will report to their services for work in the morning and to EEO Training at 1:00 p.m. Nurses outside of Nursing Service must contact their supervisors to find out when they should take the CPRS training

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PIV (identification) and Proximity Cards will be issued during employees' tours of duty unless obtained on Day Three. Employees must bring two forms of identification with them to the PIV office, and should contact their services with questions regarding card issuance.

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

Please note:

To call your point of contact for your service within the medical center, dial the three-digit prefix and the extension.

If calling from an outside telephone line, use the main numbers below:

Medical Center telephone: 216.791.3800

Administration telephone: 216.791.2300