

New Employee Orientation Schedule A Pathway to Excellence

Day One

Topic	Start Time	End Time	Presenter	Extension
Begin The Pathway	7:30 a.m.	7:55 a.m.	HRMS EE&D	821-2100
Form Completion/Oath	7:55 a.m.	8:25 a.m.	HRMS P&R	821-2100
Payroll	8:25 a.m.	8:50 a.m.	Fiscal	821-6555
Veterans' Ceremony	8:50 a.m.	9:00 a.m.	HRMS Onboarding	821-2100
VA Mission/ICARE	9:00 a.m.	9:30 a.m.	HRMS HRIS	821-2100
Break 9:30 to 9:45 a.m.				
Pathways to Leadership	9:45 a.m.	10:35 a.m.	HRMS EE&D	821-2100
Types of Leave	10:35 a.m.	10:45 a.m.	HRMS ELR	821-2100
Responsibility & Conduct	10:45 a.m.	11:00 a.m.	HRMS ELR	821-2100
*Benefits Part One	11:00 a.m.	12:00 p.m.	HRMS Benefits	821-2100
Century Federal Credit Union	12:00 p.m.	12:10 p.m.	Century Federal Credit Union	216-535-3600
Pastoral Services	12:10 p.m.	12:15 p.m.	Chaplain	820-4267
Lunch 12:15 to 1:00 p.m.				
**Nursing Service Meet 'N' Greet	12:45 p.m.	1:00 p.m.	Nursing Service	820-6698
Benefits Part Two	1:00 p.m.	1:45 p.m.	HRMS Benefits	821-2100
Break 1:45 to 2:00 p.m.				
Veterans' Benefits	2:00 p.m.	2:15 p.m.	Consumer Affairs	216-701-7592
Safety Part One	2:15 p.m.	4:00 p.m.	Safety Management	821-6165

*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.

**Nursing Service employees only.

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

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Day Two

Topic	Start Time	End Time	Presenter	Extension
Journey Along The Pathway	7:40 a.m.	7:55 a.m.	HRMS EE&D	821-2100
Canteen Service	7:55 a.m.	8:05 a.m.	Canteen Service	820-3010
Patient Privacy/HIPAA	8:05 a.m.	8:35 a.m.	Privacy	216-701-3234
Information Security	8:35 a.m.	9:05 a.m.	Information Security	821-1387
AFGE Local 31	9:05 a.m.	9:30 a.m.	AFGE Local 31	821-6703
Break 9:30 to 9:45 a.m.				
Infection Control	9:45 a.m.	10:30 a.m.	Infection Control	820-4792
Suicide Prevention	10:30 a.m.	11:20 a.m.	Social Work	216-701-3626
Computer Log-in Overview	11:20 a.m.	11:45 a.m.	HRMS EE&D	821-2153
Lunch 11:45 a.m. to 12:15 p.m.				
Veterans Benefits Questions Roundtable	12:15 p.m.	12:30 p.m.	Consumer Affairs	216-701-7592
Disruptive Behavior Prevention Program	12:30 p.m.	2:30 p.m.	Nursing Education	820-5532
Benefits Questions Roundtable	2:30 p.m.	2:45 p.m.	HRMS Benefits	821-2100
Safety Part Two	2:45 p.m.	3:45 p.m.	Safety Management	821-6165
Police Services	3:45 p.m.	4:15 p.m.	Police Services	216-701-6605

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Day Three

Topic	Start Time	End Time	Presenter	Extension
*Computerized Patient Record System (CPRS):				
Clinical Employees	7:45 a.m.	12:00 p.m.	QIRMS	820-3792
Administrative Employees	TBD	12:00 p.m.	PCAS	821-4402
**Equal Employment Opportunity	1:00 p.m.	3:00 p.m.	EEO	821-6604
***Talent Management System/Entrance Survey	3:00 p.m.	4:00 p.m.	HRMS EE&D	821-2100

* 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.

** Nursing Service personnel are excluded from this training, and will receive the training during their alternate orientation program.

*** Nursing Service personnel are excluded from this training, and will receive the training during their alternate orientation program. TMS Training will take place in 2M610, on the second floor of the Administration Building.

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.

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