

New Team Member Orientation



Welcome to Vidant Health!

On behalf of all of the dedicated Vidant team members we are excited you made the decision to join our Voyage to Excellence. As a team, we strive to achieve our Mission, Vision, and Values. Working together we can achieve our vision and goals of being a preferred healthcare provider, employer of choice and national leader in meeting the needs of the Eastern North Carolina communities we serve. Orientation is your first step of understanding our organizational culture, so welcome aboard and we look forward to welcoming you on your first day. The following information is designed to prepare you for orientation:

Orientation Date: Provided in your Vidant Health offer letter

Location: Vidant Beaufort Hospital-Human Resources Department
628 E 12th Street
Washington, NC 27889

Parking: You may park in any visitor parking. We will show you Team Member parking during tour. If you require further parking instructions please contact Human Resources Contacts below

HR Contacts: Lindsay Goldberg 252-975-4321 Lindsay.Goldberg@vidanthealth.com
Ronda Smith 252-847-1188 Ronda.Smith@vidanthealth.com

What to bring to Orientation:

- **I9 Documentation:** Proof of eligibility to work in the United States by bringing two forms of local and federal issued identification.
 - Refer to **List of Acceptable Documents** from the webpage
- **Vehicle Registration:** Please bring registration of the vehicle(s) you plan to park on campus and/or cellphone picture of license plate(s)

What to Wear: On the first day of Orientation please dress in business casual, this excludes denim. On the second day you should dress as appropriate for your position, i.e. scrubs or business professional.

Vidant Beaufort New Team Member Orientation Schedule

Monday

8:00- 8:15 am	Clinical Hires and Transfers Only- Pyxis Review	<p>Nicholas Prewitt</p> <ul style="list-style-type: none"> Clinical Staff report to HR Conference Room
8:15 – 8:45 am	<p>Welcome</p> <p>Meet and Greet</p> <p>Employment Services</p>	<p>HR Facilitates</p> <ul style="list-style-type: none"> Team Member’s report to HR Review Orientation Schedule Engage ID Badge Photo
8:45 – 9:00 am	Safety Huddle	<p>Admin Conference Room</p> <ul style="list-style-type: none"> New Team Member Intro New Team Member Photo
9:00 – 9:30 am	VH Executive Welcome	<p>Executive Leadership</p> <ul style="list-style-type: none"> Keys to Success Executive Distributes ID Badges
9:30 – 10:15 am	Quality	<p>Mitzie Howard-Quality</p> <ul style="list-style-type: none"> Infection Prevention HIPAA
10:15 – 10:30 am	BREAK	
10:30 – 11:00 am	Vidant Foundation	<p>Kelly Ange</p> <ul style="list-style-type: none"> Foundation Team Member Giving Team Member Communication
11:00 – 11:30 am	Office of Experience	<p>Rotating Managers Present/Facilitate</p> <ul style="list-style-type: none"> Powerpoint
11:30 – 12:00 pm	Employment Services	<p>HR Facilitates</p> <ul style="list-style-type: none"> Hot Topics Job Aids
12:00 – 1:00 pm	Lunch with Departmental Buddy	<ul style="list-style-type: none"> Lunch Voucher for Cafeteria Provided
1:00 – 1:15 pm	<p>HR</p> <p>Travel to Crisis if more than 6 TM</p> <p>Travel to Education if less than 6 TM</p>	<p>HR Facilitates</p> <ul style="list-style-type: none"> Clock In/Clock Out Parking CCOS Approving Time
1:15 pm – 1:30 pm	Veterans	HR
1:30 – 2:00 pm	Education	<p>Kayla Anderson/Sherry Glover</p> <ul style="list-style-type: none"> Learn Center Modules Review – Orientation for Rest of Week Heartsavers/CPR

2:00 – 2:30 pm	Benefits and Elections	John Davis <ul style="list-style-type: none"> Review Benefits Benefit Eligible Elect Benefits Non-Benefit Eligible Start Modules
2:30 – 2:45pm	Break	
2:45 – 3:00 pm	Risk Management	Denise Taylor
3:00 – 3:30 pm	Team Member Safety/Wellness	Kathryn Hansen and Maria Yost In House Wellness/EAP Wellness Center
3:30 – 4:00 pm	Flexwork	Heather Asby

Tuesday

9:00 – 11:00 am	Nursing Service Orientation Center for Learning and Performance	Sherry Glover <ul style="list-style-type: none"> All Nurses and NA's must attend
1:30 – 5:00 pm	Venture Towers at VMC Anchor Tech Lab 125	NA's, Mental Health Techs and Unit Secretaries

Tuesday - Friday

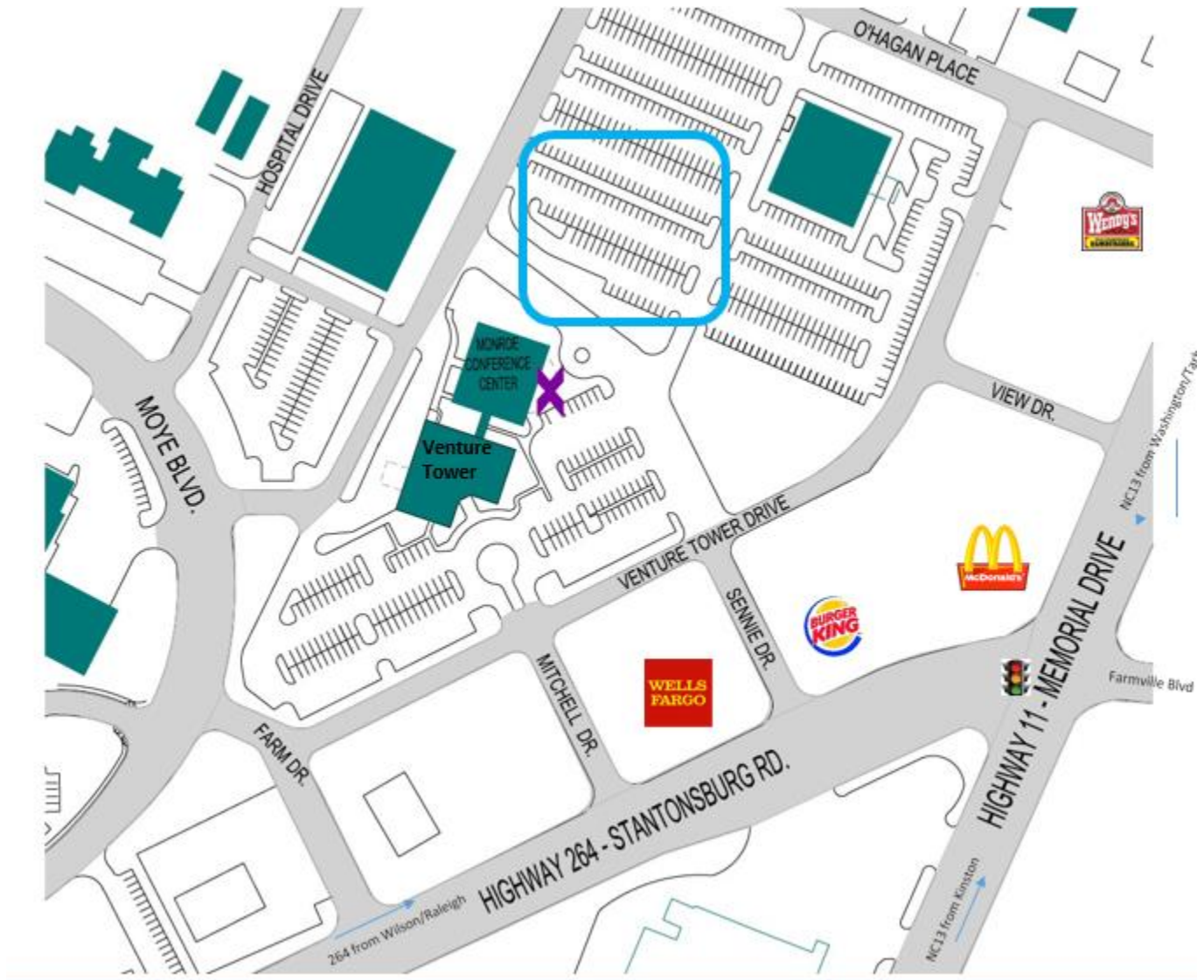
8:00 – 4:30 pm	Center for Learning and Performance	<ul style="list-style-type: none"> Open to ALL New Team Members for Completion of Remaining Modules
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Thursday

8:00 – 12:00 pm	Venture Towers at VMC Anchor Tech Lab 125	Inpatient RNs
1:00 – 5:00 pm	Venture Towers at VMC Anchor Tech Lab 125	ED RNs

******See next page for Directions and Parking for the Venture Towers.**

Map for E.H.R Training



Parking Instructions: Park in blue highlighted area. Enter Monroe Conference Center to get a parking pass. Training will be held on the first floor of Venture Tower.

**For GPS purposes input
2000 Venture Tower Drive, Greenville, NC 27834**