**Congratulations & Welcome to Vidant Bertie**

On behalf of all of the dedicated Vidant Health team members, we are excited for you to be joining our Voyage to Excellence. As a team, we strive to achieve our Mission, Vision, and Values. Working together, we will 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 as we look forward to welcoming you on your first day. The following information is designed to prepare you for orientation:

Date & Time: Candidates are notified by Vidant Bertie Human Resources representatives

Parking: Candidates will park in parking lot in front of the Hospital on first day of Orientation.

 HR Representative will give further parking instructions in Orientation.

Location: Vidant Chowan Hospital – Meet in the Lobby of the Administration Building

**HR Contacts:** Susan Day 252-482-6401 Susan.Day@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 I-9 documents](https://www.vidanthealth.com/VidantHealth/media/Documents/Team%20Members/USCIS-Form-I-9.pdf)

What to Wear: Business casual attire is appropriate on the first day of orientation. On the second day

 you may dress as appropriate for your position, i.e. scrubs or business professional.

**Orientation Schedule**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 8:00 – 8:05am |  |  |  Welcome | * Welcome from Mgr./HR/Education team upon arrival with signage, balloons
 |
| 8:05-8:15 |  |  | **Employment Services*** Registration (sign-in) - roster
* Collect packets sent out by HR (Job Desc.)
* Copy 2 forms of ID for I-9’s
 | * HR on hand for packet collection process, I-9’s, job desc., forms, etc.
 |
| 8:15 – 9:00 am |  |  | **Meet & Greet****Breakfast****Vidant Dress For Success** Anita Johnson | * True Welcome, Review orientation schedule, discuss 2nd day for module completion
* Review handouts
 |
| 9:00 – 9:45am9:45 – 10:10am10:10 – 10:30am |  |  | **VH Executive Keys To Success****Vidant Mission Interactive Session**Brian Harvill, Cindy Coker, Anita Johnson, Brian White, Dana Byrum, Beverly Venters, Todd Warlitner **Office Of Experience**Pam Ward & Kaili Nixon**Collaborative Culture Of Safety**Patricia Jordan | * Executive Welcome, Dr.Waldrum Video, Spotlight on Excellence, Distribute Badges, Group Photo,
 |
| 10:30-10:55 |  |  | **Infection Control**Pam Ward |  |
| 10:55-11:00am |  |  |  **BREAK** |  |
| 11:00- 11:10am11:10 – 11:20am11:20 – 11:30am11:30-11:45am |  |  |  **Foundation/Development Council**Ginny Waff / LuAnn Joyner **HIPPA** Emily Bryant**Pastoral Services****Organizational Services** | * Change password/ set up email
 |
| 11:45am – 12:55pm  |  |  | **Departmental Buddy Lunch** | Voucher for Cafeteria |
| 1:00 –1:45pm |  |  | **Dementia Friendly** Laurie Simmons/ Wendy Basnight |  |
| 1:45 – 2:00pm |  |  |  **Health & Wellness** Laura Bass & Debbie Bragg |  * Know your numbers
* 10 at 10
* Body mechanics
* Wellness program
* Discounts
* EAP program
* Rehab Gym after hrs.
* Gift – water bottle
 |
| 2:00 – 2:45pm  |  |  | **Organizational Services**Susan Day | * Learn Center
* Appreciation Portal
* Employee Central
* Emp Self Service
* IS/ Maintenance Ticket
* Module start
 |
| 2:45 – 3:30pm |  |  | **Benefits**Vickie Williams/Mary Beth Hill | * Finalize Outstanding employee processes
* Go over benefits

  |
|  |  |  | **NON-Benefit Employees Dismissed at 2:45pm** |  |
|  |  |  | **Dismissal with reminder to return following day for LearnCenter Module completion** |  |