

New Team Member Orientation



Congratulations & Welcome to Vidant Duplin

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 Duplin Human Resources representatives

Parking: **Day one:** Parking available in front outer edge
Day two: Refer to map below

Location: 2 South Classroom

HR Contacts:

Melissa Herring	910-296-2847	Melissa.Herring@vidanthealth.com
Pansy Chase	910-296-2621	Pansy.Chase@vidanthealth.com
Patrick Quigley	252-847-1199	patrick.quigley@vidanthealth.com

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. See

RN/LPN: Black/White scrubs – Combination of the two, no designs

Nursing Assistant/ Telemetry Tech: Teal scrubs

Behavioral Health Associate: Teal scrubs

Clinical Non-Nursing (Pharmacy, Lab, Radiology, Respiratory): Navy Blue scrubs

OR/EVS/Food/Facilities Services: Uniforms or scrubs provided

Administration/HR/Accounting/Patient Access: Business Attire

Employee Parking



Like many hospitals, our facility and parking lots have grown to cover the entire hospital property. During our busiest times, we have found that patients, family members and visitors grow frustrated because they have to wait for a parking space, or have to park in distant lots beyond the hospital grounds.

It's our goal to provide ample, nearby patient and visitor parking.

The front parking lot (in green) is reserved for patients and visitors.

Employee parking is located in the north and west lots (in blue).

If employee parking lots are full, employees are expected to park in **Overflow Parking** at the corner of W Hill St and NC-11 S.

Students working, observing and/or training at the hospital will also park in **Overflow Parking**.

Employees are not permitted to park in the front Patient Parking Lot when working.

If you have any safety concerns, Vidant Company Police officers are glad to escort you to your vehicle. Please call them at 296-2762.



Vidant Duplin Hospital Orientation Schedule

Day 1: All Team Members

7:45 - 8:00	Registration	Pansy Chase
8:00 - 8:15	Welcome & Introductions	Pansy Chase / MH
8:15 - 8:45	Patient & Family Experience	Pansy Chase / MH
8:45 - 9:00	Collaborative Culture of Safety	Pansy Chase / MH
9:00 - 9:15	Break	
9:15 - 9:30	Health & Wellness	Suzanne Thomas/PC/MH
9:30 - 9:45	ERT and FAST	Suzanne Thomas/PC/MH
9:45 - 10:00	Language Access Services	Luke Sanders / MH
10:00 - 10:15	Foundation	Tom Fife / MH
10:15 - 10:30	Risk Management	Lisa Mitchell / MH
10:30 - 10:45	HIPPA	Nan Pate
10:45 - 11:00	Lean	Raul Medina/PC/MH
11:00 - 11:30	Infection Prevention	Caroline Rust/MH/PC
11:30 - 12:00	Executive Presentation	CEO Representative
12:00 - 1:00	Lunch with Manager	
1:00 - 1:15	Mission, Vision, and Values	Melissa Herring/PC
1:15-1:30	Benefits	Melissa Herring
1:15 - 2:00	Organizational Services Review <ul style="list-style-type: none"> • SharePoint • Appreciation Portal • Information Technology-Service Now • Email • PeopleSoft Self-Service(myHR) • Uploading Certifications 	Melissa Herring/PC
2:00 - 3:15	Timeclock Tutorial/ Tour	Melissa Herring/MT
3:15 - 4:30	Start Learn Center Modules <ul style="list-style-type: none"> • Enroll in EHR & NVCI courses, if applicable 	Melissa Herring/MT

****This schedule is subject to change with a Holiday or inclement weather****

Updated 11.11.19

Day 2: All Team Members

8:00 - 12:15	LearnCenter Modules <i>*Nursing staff start with EHR modules first.*</i>	Pansy Chase/Melissa Herring
12:15 - 1:00	Lunch	
1:00 - 2:00	Flexwork Training (see list below)	Sabrina Coburn / Michele Hunter
2:00 - 2:15	Break	

Flexwork Departments:	Speech Language Pathology	Behavioral Health Associate	Nursing Supervisors
Nursing (Nurses & CNAs)	Radiology	Language Access Services	Case Management
Respiratory	Surgical Services (OR)	Occupational Health	Patient Access Services
Laboratory	Sleep Lab	Police	Business Office/PAS

Non-Nursing & Lab Employees

2:15 - 4:30	Complete Learn Center Modules	Lori Fulghum
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Nursing & Lab Employees

2:15 - 2:45	Nurses, CNAs, Lab Techs: <ul style="list-style-type: none">AccuChek Training	Lori Fulghum
2:45 - 3:30	Review User-Specific Instructions <ul style="list-style-type: none">CBO Review (Nurses & CNAs)Medication Safety Assessment (All Nurses)NIHSS Instructions (ICU, ED, & 2N Nurses)Rhythm Review Instructions (ICU & ED Nurses)	Lori Fulghum
3:30 - 3:45	Nurses, CNA's--Not Behavioral Health Unit: <ul style="list-style-type: none">Supply Pyxis	Amy Rhodes
3:45 - 4:00	Nurses: <ul style="list-style-type: none">Pharmacy / Medication Pyxis	Pharmacy Representative

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Day 3: Nurses & CNA's and BHA's

*****CNA and BHA EHR training could be held on Day 3 or 4****

8:00 - 4:00	Complete unfinished modules & self-study assignments	2 South Training Room
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Day 4: Nurses & Certified Nursing Assistants

Inpatient CNAs: same as Day 3 above if needed.

IP Nurses:

8:00 - 12:00	Centralized EHR Training (IP Nurses)	Vidant Medical Center, Greenville
12:00 - 4:00	Complete unfinished modules & self-study assignments-If Needed	Vidant Medical Center, Greenville

ED Nurses and ED CNA's:

8:00 - 12:00	Complete unfinished modules & self-study assignments-If Needed	Vidant Medical Center, Greenville
1:00 - 5:00	Centralized EHR Training (ED Nurses)	Vidant Medical Center, Greenville

Day 5: Any New Team Members

8:00 - 12:00	Complete unfinished modules & self-study assignments	2 South Training Room
12:00 - 12:30	Lunch	
12:30 - 4:30	Complete unfinished modules & self-study assignments	2 South Training Room

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