

Virtual Orientation New Team Member Guide



Welcome Aboard as you start your Vidant Health career!

Our priority is providing safe environments for our team members, patients and community. To provide you a safe environment, as well as complying with Center for Disease Control and Prevention COVID-19 recommendations, Vidant Health is offering a virtual orientation experience.

Getting Started

The Friday before your Monday start date, a Vidant Health representative will send instructions to your personal email account. A designated arrival time to the Vidant Health Police Department will be established for completion of ID Badge, Vehicle Registration and I9 documentation review. From there, a representative will direct you to the Edwin Monroe Conference Center for email, LearnCenter and DUO access tutorials. Upon completion of these instructions, you will be free to finish orientation from the comfort of your home. Team member interaction will be staggered for social distancing.

Internet access and personal device are required to complete orientation from home. If you do not have the ability to complete Virtual Orientation at home, please contact Staci Brooks at 252-847-5411 or candidateexperience@vidanthealth.com

Professional Transitions

<u>Week One</u>	<u>Learning Activities</u>	<u>Point of Contact</u>
Monday	<ul style="list-style-type: none">• Arrive at Police Department at designated time• Review access information at Monroe Center• Review virtual orientation video at home via LearnCenter by 4pm	Questions about arrival time, location or LearnCenter access contact: Staci Brooks at (252) 847-5411 or email candidateexperience@vidanthealth.com
Tuesday	Clinical Virtual Orientation <ul style="list-style-type: none">• Get started with <i>Virtual New Team Member Orientation Guide</i>	Candace Carr at (252) 816-8073 or email Candace.Carr@vidanthealth.com
Wednesday	RN's and Surgical Techs: Virtual Prophecy Clinical Assessment <ul style="list-style-type: none">• See Vidant Email, <i>Prophecy Instructions</i>• Please complete by 1pm on Wednesday	Sherry Stone at (252) 847-1771 or email SherryStone@vidanthealth.com
Thursday / Friday	Please follow next steps provided by your Professional Development Specialist-Nursing <ul style="list-style-type: none">• See email "Getting Started: Your Unit Based Orientation"	Professional Development Specialist

<h2>Monday</h2>	<p>By 4pm Monday you should have completed/received:</p> <ul style="list-style-type: none"> ID Badge (team member #, department name and cost center on the back) <ul style="list-style-type: none"> Dress and prepare accordingly for photo Vehicle Registration (bring registration or photo of license plate in with you) Provide two forms of local and federal issued identification and/or US Passport for I9 verification <ul style="list-style-type: none"> (Travelers – Not required to provide) Verify Access to Vidant Outlook Email, Learn Center, and PeopleSoft Self-Service Complete DUO Security Access Review Virtual Orientation video via LearnCenter, click “True” and submit for verification by 4pm Unit/Department leader reaching out via phone/email about next steps and when to report <p>Clinical team members only</p> <ul style="list-style-type: none"> Add EPIC EHR Learning Plan and review Learn Center resources Core RNs and Surgical Techs only - See email “Prophecy Assessments” and follow instructions
<h2>Tuesday</h2> <p>Complete these steps only if you are a:</p> <p>Behavioral Health Assoc.</p> <p>Cardiovascular Tech</p> <p>Nursing Assistant (ALL)</p> <p>OR Assistant</p> <p>RN (ALL)</p> <p>Surgical Tech</p> <p>Unit Secretary</p>	<p>Step 1:</p> <ul style="list-style-type: none"> Log into VMC Learn Center Click on “My Tasks” Complete module titled “01A 2020 VMC New Team Member Clinical Orientation” <ul style="list-style-type: none"> Please complete the survey at the end of the module <p>Step 2:</p> <ul style="list-style-type: none"> Log into VMC Learn Center Click on “My Tasks” Complete your assigned EPIC EHR module and assessment <p>Step 3:</p> <ul style="list-style-type: none"> Log into VMC Learn Center Click on “My Tasks” Complete all assigned New Team Member and Unit Based Learning plans <p>**You will know that you have completed all Learning Plans and Virtual module requirements once your “My Task” list is completely empty**</p>
<h2>Wednesday</h2>	<p><u>Core RN’s and Surgical Techs Only:</u></p> <p>Step 1: Please see email “Prophecy Instructions” and follow the steps that are provided. Please complete all <i>Virtual Prophecy Clinical Assessments</i> no later than 1:00pm on Wednesday</p> <p>Step 2: Please complete all assigned New Team Member and Unit Based Learning plans if you were unable to do so on Tuesday</p> <p><u>Traveler RNs, NAI, NAll, Unit Secretaries, Behavioral Health Associates, OR Assistants, Cardiovascular Techs:</u></p> <p>Step 1: Please complete all assigned New Team Member and Unit Based Learning plans if you were unable to do so on Tuesday</p>
<h2>Thursday / Friday</h2>	<p>Please follow next steps provided by your Professional Development Specialist-Nursing</p> <ul style="list-style-type: none"> See email “Getting Started: Your Unit Based Orientation”
<h2>Welcome Aboard!!!!</h2>	