

New Team Member Orientation



Greetings!

We are excited to meet you and know you are eager to begin an amazing career at Vidant Health. We also understand you may have questions about orientation week due to COVID-19. This email is to assure your safety is our top priority and to inform we have made adjustments to our normal orientation schedule in an effort to keep you safe. Please find below the Orientation Agenda for further details.

Orientation Date: Provided in your Vidant Health offer letter

Location: Vidant Beaufort Hospital
628 E 12th Street
Washington, NC 27889

Please enter the West Entrance of the Hospital, Main Lobby. If you are looking at this entrance and you look to the right you would see Walgreens across the street.

Team Members arriving at 7:30 AM: Once you are screened by the Health Screener please take a seat in the lobby. A Representative from Materials Management will collect you for Pyxis Training. **TRAINING STARTS AT 7:30 AM PROMPT**

Team Members arriving at 8:00 AM or later: Once you are screened by the Health Screener please let them know you are here for Orientation and they will point you towards the Human Resources Department.

Parking: You may park in any visitor parking. We will show you Team Member parking during tour.

HR Contact: Lindsay Miller | Lindsay.Miller@vidanthealth.com | 252.975.4321

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.
 - Click here for: [List of Acceptable Documents](#)
- **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 you may either wear your scrubs or please dress in business casual, NO JEANS.

Please reach out with any questions, comments, concerns. Looking forward to seeing you!

Orientation Agenda

Monday

7:30 am – 8:00 am	Clinical Transfers - Pyxis Review	<p style="text-align: center;">Materials Management</p> <ul style="list-style-type: none"> • Clinical Staff report to HR Conference Room
8:00 am – 8:30 am	Welcome Meet and Greet Employment Services	<p style="text-align: center;">HR Facilitates</p> <ul style="list-style-type: none"> • Parking Permit • Engage ID Badge Photo • Leadership Welcome (floating)
8:30 am – 8:45 am	Tour and Parking	<p style="text-align: center;">HR Facilitates</p> <ul style="list-style-type: none"> • Tour of Hospital and Parking • Clocking In and Out
8:45 am – 9:15 am	Report to Center for Learning	<p style="text-align: center;">HR Facilitates</p> <ul style="list-style-type: none"> • Email login, Duo Security, Flexwork
9:15 am – 12:15 pm	Nursing Service Orientation Center for Learning and Performance	<p style="text-align: center;">Center For Learning</p> <ul style="list-style-type: none"> • All Nurses and NA's Must Attend
12:15 pm – 4:30 pm	Module Completion Center for Learning or Home	<p>Team Members are given the option to complete Modules at home or in the Center for Learning.</p>