New Team Member Orientation

VIDANT™
Duplin Hospital

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 visionand 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 HR services and Talent Acquisition

Parking: **Day one**: Parking available in front outer edge

Day two: Refer to map below

Location: 3 South Classroom

HR Contacts: Melissa Herring 910-296-2847 Melissa.Herring@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/Observers: Teal scrubs

Clinical Non-Nursing (Pharmacy, Lab, Radiology, Respiratory, Sleep Lab, Paramedics):

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 park in distant lots beyond the hospital grounds.

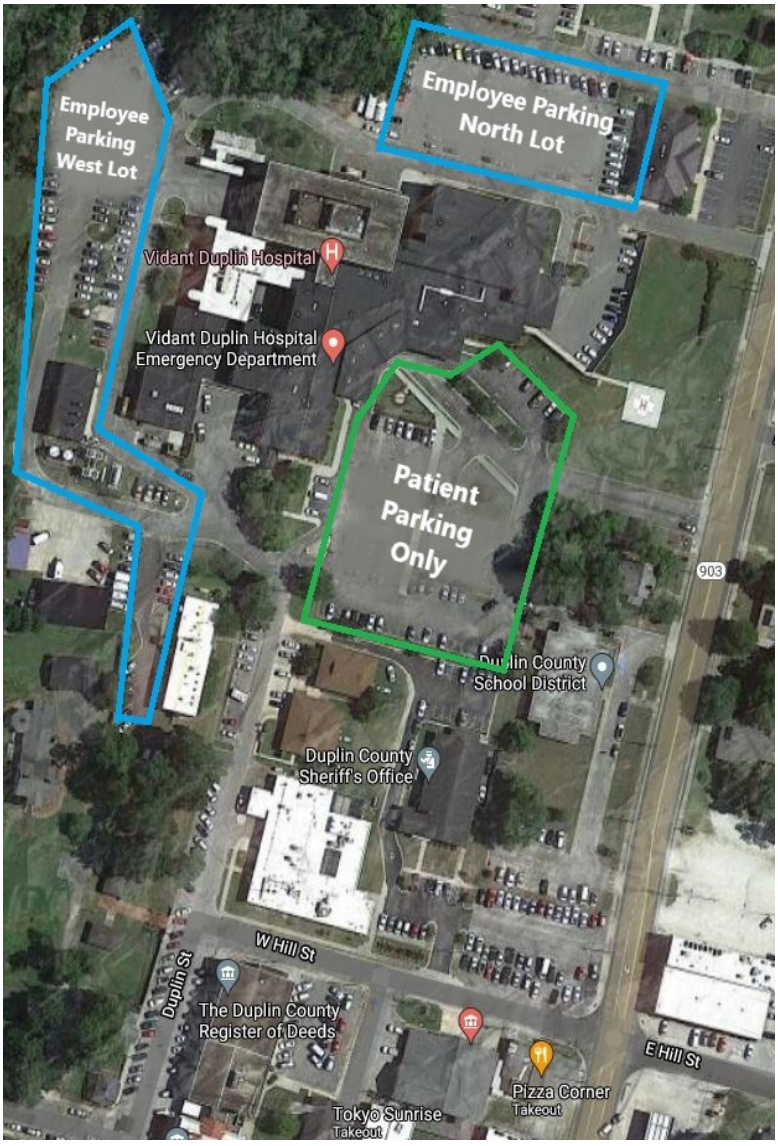
It's our goal to provide ample, nearby patient and visitor parking.

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

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

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.



New Team Member Orientation Schedule

Day 1: All Team Members

Time	Description	Instructor
8:00 – 8:15	Registration	Nan Pate
8:15 – 8:30	Welcome All We Share (video)	Nan Pate
8:30 – 8:45	Patient & Family Experience	Nan Pate
8:45 – 9:15	Introductions & Executive Presentation (includes Mission, Vision, Values)	CEO Representative
9:15 - 9:30	**Break**	
9:30 - 9:40	Health & Wellness	Suzanne Thomas
9:40 – 9:50	ERT and BEFAST	Suzanne Thomas
9:50-10:00	Wellness –Lifestyle coach	Anna Keith
10:00 – 10:15	Foundation	Tom Fife
10:15 - 10:40	Risk Management	Lisa Mitchell
10:40 – 11:00	HIPPA	Nan Pate
11:00 - 11:30	Infection Prevention	Caroline Rust
11:30-11:40	Collaborative Culture of Safety	Nan Pate
11:40-12:00	Timeclock Tutorial/ Tour	Nan Pate
12:00-12:30	**Lunch with Manager**	
12:30-12:50	Badge Photos	Vidant Company Police
12:50-1:15	Benefits	Melissa Herring
1:15 - 2:30	Organizational Services Review • SharePoint (myVidant) • Appreciation Portal • Information Technology-Service Now • PeopleSoft Self-Service (myHR) (opt in) • Uploading Certifications • Email • AskPhin • I-9 verification	Melissa Herring Ardith Moore
2:30 -4:30	Learn Center Module Instructions Enroll in NVCI & EHR Learning Plans	Lori Fulghum

This schedule is subject to change with Holidays or inclement weather.

Updated 11.29.21

Day 2: All Team Members

Time	Description	Instructor
8:00 - 9:00	Complete Learn Center Modules	Lori Fulghum
9:00 – 9:15	**Break**	

Non-nursing Team Members

9:15 – 4:30	Complete LearnCenter modules (Breaks & Lunch, as needed)	Lori Fulghum

Nursing and clinical Team Members

9:15 – 10:00	Nurses, Nursing Assistants, Lab Techs • Nova StatStrip Competency	Lori Fulghum
10:00 – 10:15	**Break**	
10:15 – 12:15	Clinical Orientation Review • CBO Review (All Nurses, CNA's, Observers, Paramedics and Respiratory) • Medication Safety Assessment (All Nurses) • NIHSS (ICU, 2N, & ED Nurses) • EKG Rhythm Review (ICU, ED, OR Nurses) • RightSpot Training (All Nurses) • IV Compounding (ICU & ED Nurses) • Alteplase Administration (ICU & ED Nurses)	Lori Fulghum
12:15 – 1:15	**Lunch**	
1:15 – 1:30	LearnCenter Modules	Self-Study
1:30 - 1:45	Pharmacy (All Nurses)	Pharmacist
1:45 – 4:30	Nursing Team Members Complete LearnCenter Modules	Lori Fulghum

Days 3-5: All Team Members

Nurses will rotate through units for introductions on Wednesday mornings or afternoons.

Complete unfinished role-specific LearnCenter modules and self-study assignments.