

ECU HEALTH BERTIE

New Team Member Orientation



Congratulations & Welcome to ECU Health Bertie

On behalf of all of the dedicated ECU 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 ECU Health Human Resources representatives

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

Parking: Candidates may park in lot in front of the Chowan Hospital Administration building on the first day of Orientation. Further parking instructions will be provided during Orientation.

Contacts: Stephanie Loftis 252-482-6401 stephanie.loftis@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](#)

What to Wear: Business casual attire or role-specific uniform 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.

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

Orientation Schedule

8:15am-8:30am	Employment Services	
8:30am-9:00am	Welcome/Breakfast	Education Department
9:00am-9:30am	Executive Welcome	Administrative Team Representative
9:30am-9:45am	Infection Control	Infection Preventionist
9:45am-10:00am	HIPAA	HIPAA Compliance officer
10:00am-10:30am	Office of Patient Family Experience	Patient Experience Team
10:30-10:40am	Break	
10:40am-10:50am	Development Council	Development council manager
10:50am-11:00am	Office of Employee Experience	Employee Experience representative
11:00am-11:20am	Occupational Health	OH Nurse
11:20am-12:00pm	Dress for Success/ Benefits/Password set up	Education Department
12:00pm-1:00pm	Lunch	
1:00pm-1:30pm	Dementia	Dementia Friendly leaders
1:30pm-1:50pm	Collaborative Culture of Safety	Education Department
1:50pm-2:00pm	Break	
2:00pm-3:00pm	Safety	Quality Representative
3:00pm-3:30pm	Flexwork	Flexwork Administrator
3:30pm-4:00pm	Organization Services Review	Education Department
Day 2 8:30am	Learn Center Module completion **Bring Earphones**	Education Department