

# ECU HEALTH ROANOKE CHOWAN

## New Team Member Orientation



***Congratulations & Welcome*** to ECU Roanoke Chowan Hospital. On behalf of our dedicated team members, we are glad that you are joining our team. We are all working to achieve our Mission, Vision, and Values. Together we can achieve our vision and goals to be the preferred healthcare provider, employer of choice and a national leader in meeting the needs of the community we serve. Orientation is our first step of onboarding you to our team.

<b>Date &amp; Time:</b>	Candidates are notified by a Human Resources Specialist representative(s).
<b>Parking/Location:</b>	Park in the visitor parking lot at the front of the hospital. Handicapped parking is available if needed. As a courtesy to our elderly or disabled visitors, please save the closest parking spaces for them. Enter through the large brass doors under the awning, and then wait in our lobby, where you will be greeted and escorted to the Education building at 8:15 AM on your start day.
<b>Length of NTMO:</b>	Team Member should plan to spend 2-3 days in orientation and then plan to join their assigned department on the 3 <sup>rd</sup> day of orientation, depending on schedule provided by department manager. Online and in-person activities are planned and should be completed to satisfy mandatory requirements.
<b>HR Contacts:</b>	Human Resources Business Partner: 252-209-3263

### What to bring to Orientation:

Proof of eligibility to work in the United States by bringing two forms of state and federal government issued identification. **This documentation is required within 3 days of hire.**

### What to Wear:

Business casual attire or uniform is appropriate on the first day of New Team Member Orientation. **No jeans, shorts, tank tops or other casual wear, no open toe shoes.** On the second day, dress as appropriate for your position, i.e. scrubs or business professional attire.

## Orientation Schedule

<b>Day 1</b> 8:15-8:30 am	<b>Welcome</b>	<b>Education/HR Staff-Introductions</b> <ul style="list-style-type: none"> <li>• Location of bathrooms</li> <li>• Sign-in: Packet provided by HR</li> <li>• Cell phones on vibrate or off</li> <li>• Pictures taken for Badges</li> <li>• Address any access issues</li> <li>• Breakfast provided</li> </ul>
8:30 – 10:30	<b>HR Staff</b>	<ul style="list-style-type: none"> <li>• Start Virtual Orientation Modules in the Learn Center. Self-paced.</li> </ul>
10:30-until	<b>HR Staff</b>	<ul style="list-style-type: none"> <li>• After completion of all ECU Health Virtual orientation modules begin unit specific module requirements. Self-paced.</li> </ul>
12:00	<b>LUNCH</b>	<b>Lunch Provided</b>
Before leaving	<b>HR Staff</b>	<ul style="list-style-type: none"> <li>• DUO Mobile, reset passwords, Email access, Flexwork web based training</li> </ul>
5pm	<b>End of Day 1</b>	<ul style="list-style-type: none"> <li>• Unfinished modules will be completed on day 2</li> </ul>

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<b>Day 2</b> 8:00- variable end times based on role. All done by 4pm.	<b>Education Staff</b>	<ul style="list-style-type: none"> <li>• Clinical orientation- review of clinical policies and key competencies</li> <li>• Completion of any remaining modules</li> <li>• Start EHR training if time allows</li> </ul>
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<b>Day 3</b> 8:00- 12:00	<b>Education Staff</b>	<ul style="list-style-type: none"> <li>• EHR onboarding modules</li> <li>• Unit orientation if directed by manager.</li> </ul>
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Please consult your HR contact for questions. **WELCOME ABOARD!**