

# ECU HEALTH EDGECOMBE

## New Team Member Orientation



***Congratulations & Welcome*** to ECU Health Edgecombe. On behalf of all of the dedicated team members, we are excited that you have made the decision to join 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.

**Date & Time:** Candidates are notified by a Human Resources representative(s).

**Parking/Location:** Park in the back parking lot of the Education and Occupational Health Building. **(See signage near entrance driveway)**  
This is the brick building on the right side of the hospital. Enter through the back Entrance of the building.

**Length of NTMO:** Team Member should plan to spend 1-2 days in orientation and then plan to join their assigned department on the 3<sup>rd</sup> day of orientation. Online and In-Person activities are planned and should be completed to satisfy mandatory requirements.

**HR Contacts:** **AskPHIN** (HR Services Team – Benefits, Leave Management, Talent Acquisition, General HR Questions) – 252-816-7446  
**ECU Health Edgecombe** Human Resource Business Partner: 252-641-7140

### 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 is appropriate on the first day of New Team Member Orientation. **No jeans, shorts, tank tops or other casual wear.**  
On the second day you should dress as appropriate for your position, i.e. scrubs or business professional attire. Clinical staff should not wear open toe shoes on the second day of orientation as they may be taken to their area of work in a clinical area by the Education Staff or Department Manager.

## Orientation Schedule

8:00 – 8:10 am	Welcome	Education/HR Staff-Introductions <ul style="list-style-type: none"> <li>• Location of bathrooms</li> <li>• Sign-in: Folderson workspace</li> <li>• Cell phones on vibrate or off</li> </ul>
8:10 – 8:20 am	Health Care Interpreter	<ul style="list-style-type: none"> <li>• Health Care Interpreter-Language Access Services- VOYCE-LAN</li> <li>• Registration and name entry</li> </ul>
8:20 – 8:45	Education Staff	<ul style="list-style-type: none"> <li>• Virtual Orientation with the NTM Mission, Vision and Values, Service now</li> <li>• Dr. M Waldrum: CEO ECU Health Address and ICEAST, IS Help Desk, Learn Center</li> <li>• Address any access issues</li> </ul>
8:45– 9:00	BREAK	<ul style="list-style-type: none"> <li>• BREAK</li> </ul>
9:00-9:30	Education Staff	<ul style="list-style-type: none"> <li>• Internet Overview, DUO Mobile, reset passwords, Email access, Policy STAT Resource tab and services, HELP Tab on internet and resource help.</li> </ul>
9:30-9:45	VH Police Officers	<ul style="list-style-type: none"> <li>• Pictures and Name Badges</li> </ul>
9:45-10:00	Education Staff	<ul style="list-style-type: none"> <li>• Flexwork Web based training</li> </ul>
10:00-10:35	Infection Control Practitioner	<ul style="list-style-type: none"> <li>• IC Overview( Hand Hygiene with physical return demonstration for soap and h2o and approved alcohol-based sanitizer, COVID and BBP overview</li> </ul>
10:35-11:00	Occupational Health	<ul style="list-style-type: none"> <li>• Occ. Health guidelines for safety, RTW,</li> <li>• Annual screen and employee portal for records, etc.</li> <li>• Employee event report</li> </ul>
11:00-11:30	HR Business Partner or Designee	<ul style="list-style-type: none"> <li>• Benefits Video or live presentation: ASK PHIN, Time and Attendance Policy and what is an occurrence, collections of documents: Q&amp; A</li> </ul>
11:30-12:00	Education Staff	<ul style="list-style-type: none"> <li>• All Tools tab, CE DIRECT, MSDS (SDS) Elsevier (Best Practice Site) References, all applications here in Alphabetical order. Distribute Badges: (MVV, CHATS, RISK, Clinical Staff specific badges, Kronos time sheet reference</li> </ul>
12:00-1:00	LUNCH with Manager or LUNCH BUDDY	<ul style="list-style-type: none"> <li>• Lunch</li> <li>• Quick tour of unit and discuss schedule</li> </ul>
1:00-1:20	Materials Staff	<ul style="list-style-type: none"> <li>• Overview of Supply Pyxis</li> </ul>
1:20-1:50	Education Staff	<ul style="list-style-type: none"> <li>• Finish any activity from the morning</li> </ul>

		<ul style="list-style-type: none"> <li>• Plain Language and Scenario Practice</li> <li>• Chain of Command/Supervisor</li> <li>• Social Media Policy</li> </ul>
1:50-2:30	Education Staff	<ul style="list-style-type: none"> <li>• Clinical Staff that perform blood sugars: NOVA Glucometer training</li> <li>• Allied Health and Other Staff: Begin work on Mandatory Modules ( 7 day requirement from Hire and E.H.R. training)</li> </ul>
2:30-4:15	Education Staff	<ul style="list-style-type: none"> <li>• NTM work on 7 day Mandatory Modules and E.H.R. training.</li> <li>• Education Staff gives an overview of other modules for clinical staff that must be completed during orientation: Blood collection, Blood Administration, Blood Culture collection with clean collect.</li> </ul>
END OF DAY	Education Staff	<ul style="list-style-type: none"> <li>• Staff is instructed to return for day 2 if modules are not complete for mandatory requirements.</li> </ul>
Day 2 (8:00-3:00 pm)	Education Staff	<ul style="list-style-type: none"> <li>• Mandatory Modules and any clinical checkoffs not completed on Day 1.</li> <li>• Manager may have input into activities on this day. If staff does not return, Department head should assure mandatory requirements are met.</li> <li>• <b>Clinical Staff RN:</b> RELIAS Onboarding Competency Assessment( may take up to 3 hours to complete)</li> <li>• Non-Clinical may not need to return for day 2 and may complete work independently.</li> </ul>

Please consult the Education Department Staff for questions. **WELCOME ABOARD!**