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**Staff Orientation Agenda**

**Wednesday - 0800-1600**

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| **Time** | **Session** | **Duration** | **Presenter** | **Room** |
| 0800-0830 | **General Welcome and Hospital tour-** lockers, parking lot, cafeteria hours etc. | 30 minutes | Nikki Lobsinger- Human Resources Assistant  Danielle Bean- Health and Safety Officer | MMR |
| 0830-0900 | **CEO Welcome-** Mission, Vision and Values, The Board | 30 minutes | Karl Ellis- CEO | MMR |
| 0900-0915 | **Accessibility** | 15 minutes | Sandra Albrecht- Chief Diagnostics and Support Services | MMR |
| 0915-0930 | **Quality Framework, Ethics and Patient and Family Centred Care** | 15 minutes | Shannon Maier- VP Clinical Services and Chief Nursing Executive | MMR |
| 0930-1030 | **Payroll Sign up-** payroll, graduated sick pay, vacation | 60 minutes | **Please bring a copy of Driver’s License, Social Insurance number, banking info and emergency contact** | MMR |
| 1030-1045 | Break | 15 minutes |  |  |
| 1045-1130 | **Infection Prevention and Control and Occupational Health** | 45 minutes | Pauline Daugherty  IPAC and Occupational Health Coordinator | MMR |
| 1130-1145 | **Human Resources-** Code of Conduct, Attendance Support policy, Performance Appraisal, collective agreement/HR policy overview | 15 minutes | Rhonda Scheeringa- Human Resource Coordinator | MMR |
| 1145-1200 | **Privacy** | 15 minutes | Heidi Dupuis- Privacy / Decision Support | MMR |
| 1200-1230 | Lunch | 30 minutes |  |  |
| 1230-1330 | **Health and Safety-** N95,NVCI training, WHIMIS, Emergency Response, IRS**\*\*Please bring a valid copy of your N95 Mask if you have it\*\*** | 60 minutes | Danielle Bean, Health and Safety Officer | MMR |
| 1330-1345 | **Workplace Violence** | 15 minutes | Pauline Daugherty- Occupational Health Coordinator | MMR |
| 1345-1400 | **Information Technology-** IT help desk, Single Sign on, email, hours of work | 15 minutes | IT Department | MMR |
| 1400-1430 | **Human Resources-** Scheduling | 30 minutes | Stacey Bailey/Jane Adams- Schedulers | MMR |
| 1430-1530 | **Quality, Risk and Patient Experience-** RL6, Quality Improvement Plan, Accreditation, complaints process, falls, abuse, cultural challenges, patient surveys | 60 minutes | Ainsley Morrison - Quality and Patient Experience Coordinator | MMR |
| 1530-1600 | **Health and Safety Booklet, Complete all On-line learning Modules** | 30 minutes | Nikki Lobsinger- Human Resource Assistant | MMR |
| 1600 | **Closing Remarks** |  | Nikki Lobsinger- Human Resource Assistant | MMR |

**Thursday – Nursing only**

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| **Time** | **Session** | | **Duration** | **Presenter** | | |  | | |
| 0800- 0830 | **Nursing review of the Intranet-** medical directives, COPPS, forms, NET guides,  Coordinated Care Planning, white boards and discharge focus rounds, huddles, competency packages, SDLP, course registration | | 30 minutes | Mary-Lou Albers- Professional Practice & Education Coordinator | | | MMR | | |
| 0830-0900 | **3 factor framework and patient assignment** | | 30 minutes | Clinical Managers | | | MMR | | |
| 0900-0930 | **Nursing review of the Intranet- Continued from above**  Mosby’s | | 30 minutes | Mary-Lou Albers- Professional Practice & Education Coordinator | | | MMR | | |
| 0930-1000 | **Documentation, care plans etc.** | | 30 minutes | Mary-Lou Albers- Professional Practice & Education Coordinator | | | MMR | | |
| 1000-1030 | **Lab POC** | | 30 minutes | IHLP videos and reading | | | MMR | | |
| 1030-1045 | Break | | 15minutes |  | | |  | |
| 1045-1145 | | **Lab POC sign off, blood bank review** | 60 minutes | | Lab staff | | Lab |
| 1145-1200 | | **IV pump training** | 15 minutes | | Mary-Lou Albers- Professional Practice & Education Coordinator | | Nursing Unit |
| 1200-1230 | | **Omnicell and Med cart Training** | 30 minutes | | Mary-Lou Albers- Professional Practice & Education Coordinator | | Nursing Unit |
| 1230-1300 | **Lunch** | | 30 minutes | | |  |  | |
| 1300-1400 | | **Cerner Training** | 60 minutes | | Clinical Informatics | | MMR |
| 1400-1430 | | **Clinical Nutrition** | 30 minutes | | Dietician & Diabetic Nurse  Mikayla Smailes and Marilyn Bowman | | MMR |
| 1415-1600 | | **Cerner Training** | 105 minutes | | Clinical Informatics | | MMR |