|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **MONDAY**  **All Staff**  **Every Other Week** | | | | |
| **Time** | **Responsible Party** | | **Items Covered** | |
| 8:00-8:15 | HR | | Warm up/Ice breaker/Pictures | |
| 8:15-8:30 | Senior Leadership Team | | Welcome to VMG | |
| 8:30-8:50 | Leadership | | Patient Experience / Core Values | |
| 8:50-9:00 | HR | | Tour | |
| 9:00-10:00 | IT | | IT Orientation | |
| 10:00-10:10 | Break | | Break | |
| 10:10-11:00 | HR | | New Hire Paperwork | |
| 11:00-12:00 | HR | | Harassment Prevention Training | |
| 12:00-1:00 | Leadership Meet & Greet Lunch | | Lunch provided | |
| 1:00-2:30 | HR | | Handbook/Policies | |
| 2:30-2:45 | HR | | Break | |
| 2:45-3:30 | HR | | BBP, Hazmat, Emergency Codes, Facilities | |
| 3:30-4:15 | HR | | Benefits | |
| **TUESDAY**  **Clinical, Providers, Reception, Billing, Admin, Radiology & Lab Staff etc.**  **Every Other Week** | | | | |
| **Time** | | **Responsible Party** | | **Items Covered** |
| 8:00-10:30 | | Informatics | | EMR Training  -Athena login, passwords, chart, patient cases, scavenger hunt |
| 10:30-11:30 | | Quality/Risk Management | | Incident Reporting, HIPAA |
| 11:40-12:15 | | Quality/Risk Management | | Fraud Waste & Abuse, Compliance & TB |
| 12:15-1:00 | | Lunch | | Lunch on their own |
| 1:00-1:30 | | Informatics | | Patient Portal |
| 1:30-2:00 | | Outreach / HI | | Overview of department |
| 2:00-3:15  (break incorporated) | | Leadership | | Managing Challenging Patients  Active Threat Training |
| 3:15-3:45 | | HR | | LGBTQ Video |
| 3:45-4:00 | | HR | | Wrap up |