New Employee Orientation Schedule

Monday

7:30  
**Welcome Fair**

8:30 -  
**Executive Welcome**

8:35  
**Overview of Orientation**
  Intro to checklists and follow up with supervisor

**Introduction to COA and its culture**
Learning about:
  - Our History
  - Our Accomplishments (Video)
  - Those we serve – Hospitalized Children and their Parents
  - Our Values and Customer Service Standards (Video)
  - New employees’ expectations and their role in living the values through their service

9:45  
**BREAK**

10:00  
**Performance Improvement**
  Quest for Zero
  Solutions for Patient Safety

10:15  
**Infection Prevention**

10:55  
**Risk Management**

11:10  
**Emotional Wellness**

11:25  
**Children’s Foundation**

11:30  
**LUNCH**

12:15  
**Getting things done at COA**
  Finding your way around
    Our Campus – Virtual tour

  Basic systems and processes
    Initial logons and passwords
  Policies
    Access (Lucidoc)
    Overview of selected policies
12:40  HIPAA Privacy and Security
1:00  Learning and Development
     Individual Development Plans
1:20  BREAK
1:30  Corporate Compliance (Code of Conduct)
2:00  Safety and Security
2:20  Employee Health
2:30  Application of Values and Service Standards
     Identifying employee contributions
3:00  Graduation and pinning ceremony
3:30  Refreshments and Celebration

TUESDAY
8:30  Welcome back
     Overview of day
8:40  Nursing Education Overview
8:50  Employee Wellness programs Overview
9:00  Benefits Explanation
     Non-Benefits eligible dismissed to complete employee health requirements
10:00  Employees divide into groups to complete:
     Employee health and Biometric screenings
     Campus walking tour
11:15  Lunch
     Department representatives meet new employees