



Children's
of Alabama

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