

FULL 2-Day NEO Agenda

New Employee Orientation		
DAY 1		
TIME	TOPIC	BRIEFER
08:00 - 08:30	Welcome and Customer Service Video	Mr. Terrini
08:30 - 10:15	HR In Processing, Payroll Questions (08:45-09:00), Pictures and PIV Card	HR Staff/Pay Roll
10:15 - 10:30	Break	Break
10:30 - 11:15	Information Security Orientation (ISO) and Privacy Policy	Mr. Mireles
11:15 - 12:00	Office of Information and Technology (OIT) Briefing	OIT Staff
12:00 - 12:30	LUNCH	Lunch
12:30 - 13:00	Patient Safety and Just Culture Briefings	Ms. Burgos-Farley
13:00 - 13:45	Infection Control Briefing	Ms. Hamlin
13:45 - 14:00	Introduction to Supervisor and Mentor	Ms. Nilsson
14:00 - 14:15	Break	Break
14:15 - 16:30	Talent Management System (TMS) Training (Privacy Courses)	Ms. Nilsson
New Employee Orientation		
DAY 2		
TIME	TOPIC	BRIEFER
08:00 - 08:30	AVAHS Director Introduction	Dr. Ballard
08:30 - 09:15	Suicide Prevention SAVE Briefing	Ms. Dreher
09:15 - 10:30	HR Key Topics	HR Staff
10:30 - 10:45	Break	Break
10:45 - 11:15	Women's Health Briefing	Ms. McKenzie
11:15 - 11:30	Education Office Briefing	Ms. Cody
11:30 - 12:00	Employee Union Briefing	Mr. Traver
12:00 - 12:30	Lunch	Lunch
12:30 - 13:15	Hazardous Materials Briefing	Ms. Perrone
13:15 - 14:00	General Safety Briefing	Mr. Debets
14:00 - 14:15	Break	Break
14:15 - 14:45	Equal Employment Opportunity and Prevention Of Sexual Harassment Briefings	Ms. Latin
14:45 - 15:30	VA Police Briefing	Chief Loftus
15:30 - 16:30	Facility Tour, Address any remaining issues or concerns and complete NEO Survey	Mr. Terrini

Education and Training**DAY 3 - Recommended Training Schedule**

TIME	TOPIC	BRIEFER
08:00 - 11:30	VA 101 Training	Ambassadors
11:30 - 12:00	CREW Training	Robert Bradley
12:00 - 12:30	LUNCH (Note: Non-Clinical Staff Report to Supervisor after lunch)	Lunch

Clinical Staff Training Only

12:30 - 16:30	CPRS Tab-by-Tab Update Training	TMS
	Note: Prescribing Providers Only - Visit Pharmacy from 13:00 - 13:30	Dr. Jensen

DAY 4 - Recommended Training Schedule**Clinical Staff Training Only**

TIME	TOPIC	BRIEFER
08:00 - 11:00	CPRS Tab-by-Tab Update Training if needed, or begin Scheduler/Other TMS Training	TMS
11:00 - 11:30	LUNCH	Lunch
11:30 - 13:00	CPRS Tab-by-Tab Update Training if needed, or begin Scheduler/Other TMS Training	TMS
13:00 - 15:00	Meet with CAC Staff	CAC Staff
15:00 - 16:30	Employee released to Supervisor to continue Service Level Orientation/Training	Service POCs