

NEW HIRE ORIENTATION 2010

Day One Morning Jan 26, March 23, April 20, June 29, July 29, Sept 9, Nov 4, Dec 2

Title	Time Frame	Instructor	Time
EPI Basics	2 hours	Stacey P.	9am-11am
Training/Tour	30 min	June K.	11am-11:30am
Break	15 min	-----	11:30am-11:45am
Drug/Alcohol Free	30 min	June K.	11:45am-12:15pm
Discrimination/Harassment	45 min	June K.	12:15pm-1pm
OSHA	15 min	Emily H.	1pm-1:15pm
Break	15 min	-----	1:15pm-1:30pm
BloodBorne Pathogens	45 min	Emily H.	1:30pm-2:15pm
401 K	15 min	Emily H.	2:15pm-2:30pm
Benefits	1 hr 15 min	Emily H.	2:30pm-3:45pm

Day Two Morning Jan 27, March 24, April 21, June 30, July 30, Sept 10, Nov 5, Dec 3

Title	Time Frame	Instructor	Time
Safety (Lifting/Back Safety)	1 hr 15 min	June K.	9am-10:15am
Code of Ethics	1 hr 15 min	June K.	10:15am-11:30pm
Break	15 min	-----	11:30am-11:45am
Overview of Disabilities	1 hr	June K.	11:45am-12:15pm

Day Three Morning Feb 1, March 29, April 26, July 7, Aug 5, Sept 15, Nov 10, Dec 8

Title	Time Frame	Instructor	Time
One Card	30 min	Laurie Mc.	9am-9:30am
Rights and Restrictions	45 min	June K./Brittney M.	9:30-10:15am
Privacy/HIPAA	45 min	June K./Brittney M.	10:15am-11am
Break	15 min	-----	11am-11:15am
Beginning Documentation	2 hr	Hope M.	11:15am-1:15pm
Financial Reporting	30 min	Julie L.	1:15pm-1:45pm
Break	15 min	-----	1:45pm-2pm
Mandatory Reporter	2 hrs	Jasmina S.	2pm-4pm

NEW HIRE ORIENTATION 2010

Day One Afternoon Jan 6, Feb 11, April 8, May 20, July 15, Aug 18, Oct 21, Nov 18

Title	Time Frame	Instructor	Time
EPI Basics	2 hours	Stacey P.	10:15am-12:15pm
Training/Tour	30 min	June K.	12:15pm-12:45pm
Break	15 min	-----	12:45pm-1pm
Drug/Alcohol Free	30 min	June K.	1pm-1:30pm
Discrimination/Harassment	45 min	June K.	1:30pm-2:15pm
OSHA	15 min	Emily H.	2:15pm-2:30pm
Break	15 min	-----	2:30pm-2:45pm
BloodBorne Pathogens	45 min	Emily H.	2:45pm-3:30pm
401 K	15 min	Emily H.	3:30pm-3:45pm
Benefits	1 hr 15 min	Emily H.	3:45pm-5pm

Day Two Afternoon Jan 7, Feb 12, April 9, May 21, July 16, Aug 19, Oct 22, Nov 19

Title	Time Frame	Instructor	Time
Safety (includes Lifting/Back Safety)	1 hr 15 min	June K.	1pm-2:15pm
Code of Ethics	1 hour 15 min	June K.	2:15pm-3:30pm
Break	15 min	-----	3:30pm-3:45pm
Overview of Disabilities	1 hour	June K.	3:45pm-4:45pm

Day Three Afternoon Jan 12, Feb 17, April 14, May 26, July 21, Aug 24, Oct 26, Nov 23

Title	Time Frame	Instructor	Time
One Card	30 min	Laurie Mc.	11am-11:30am
Rights and Restrictions	45 min	June K./Brittney M.	11:30am-12:15pm
Privacy/HIPAA	45 min	June K./Brittney M.	12:15pm-1pm
Break	15 min	-----	1pm-1:15pm
Beginning Documentation	2 hr	Hope M.	1:15pm-3:15pm
Financial Reporting	30 min	Julie L.	3:15pm-3:45pm
Break	15 min	-----	3:45-4pm
Mandatory Reporter	2 hrs	Jasmina S.	4pm-6pm

NEW HIRE ORIENTATION 2010

Day One Friday March 12, May 7, June 4, Aug 6, Dec 17

Title	Time Frame	Instructor	Time
EPI Basics	2 hours	Stacey P.	9am-11am
Training/Tour	30 min	June K.	11am-11:30am
Break	15 min	-----	11:30am-11:45am
Drug/Alcohol Free	30 min	June K.	11:45am-12:15pm
Discrimination/Harassment	45 min	June K.	12:15pm-1pm
OSHA	15 min	Emily H.	1pm-1:15pm
Break	15 min	-----	1:15pm-1:30pm
BloodBorne Pathogens	45 min	Emily H.	1:30pm-2:15pm
401 K	15 min	Emily H.	2:15pm-2:30pm
Benefits	1 hr 15 min	Emily H.	2:30pm-3:45pm

Day Two Saturday March 13, May 8, June 5, Aug 7, Dec 18

Title	Time Frame	Instructor	Time
Safety (Lifting/Back Safety)	1 hr 15 min	June K.	9am-10:15am
Code of Ethics	1 hr 15 min	June K.	10:15am-11:30pm
Break	15 min	-----	11:30am-11:45am
Overview of Disabilities	1 hr	June K.	11:45am-12:15pm

Day Three March 18, May 13, June 10, Aug 11, Dec 21

Title	Time Frame	Instructor	Time
One Card	30 min	Laurie Mc.	9am-9:30am
Rights and Restrictions	45 min	June K./Brittney M.	9:30-10:15am
Privacy/HIPAA	45 min	June K./Brittney M.	10:15am-11am
Break	15 min	-----	11am-11:15am
Beginning Documentation	2 hr	Hope M.	11:15am-1:15pm
Financial Reporting	30 min	Julie L.	1:15pm-1:45pm
Break	15 min	-----	1:45pm-2pm
Mandatory Reporter	2 hrs	Jasmina S.	2pm-4pm

NEW HIRE ORIENTATION 2010

Day One Evening Feb 25, June 22, Sept 23

Title	Time Frame	Instructor	Time
EPI Basics	2 hours	Stacey P.	1-3pm
Training/Tour	30 min	June K.	3pm-3:30pm
Break	15 min	-----	3:30pm-3:45pm
Drug/Alcohol Free	30 min	June K.	3:45pm-4:15pm
Discrimination/Harassment	45 min	June K.	4:15pm-5pm
OSHA	15 min	Emily H.	5pm-5:15pm
Break	15 min	-----	5:15pm-5:30pm
BloodBorne Pathogens	45 min	Emily H.	5:30pm-6:15pm
401 K	15 min	Emily H.	6:15pm-6:30pm
Benefits	1 hr 15 min	Emily H.	6:30pm-7:45pm

Day Two Evening Feb 26, June 23, Sept 24

Title	Time Frame	Instructor	Time
Safety (includes Lifting/Back Safety)	1 hr 15 min	June K.	3pm-4:15pm
Code of Ethics	1 hr 15 min	June K.	4:15pm-5:30pm
Break	15 min	-----	5:30pm-5:45pm
Overview of Disabilities	1 hour	June K.	5:45pm-6:45pm

Day Three Evening March 3, June 28, Sept 29

Title	Time Frame	Instructor	Time
One Card	30 min	Laurie Mc.	1pm-1:30pm
Rights and Restrictions	45 min	June K./Brittney M.	1:30pm-2:15pm
Privacy/HIPAA	45 min	June K./Brittney M.	2:15pm-3pm
Break	15 min	-----	3pm-3:15pm
Beginning Documentation	2 hr	Hope M.	3:15pm-5:15pm
Financial Reporting	45 min	Julie L.	5:15pm-5:45pm
Break	15 min	-----	5:45pm-6pm
Mandatory Reporter	2 hr	Jasmina S.	6pm-8pm

2010 Jan 6, Jan 12, Dec 17 in Conf Room 1

NEW HIRE ORIENTATION 2010

Saturday Day 1 Jan 16, Oct 9

Title	Time Frame	Instructor	Time
EPI Basics	2 hours	HR	9am-11am
Training/Tour	30 min	June K.	11am-11:30am
Drug/Alcohol Free	30 min	June K.	11:30am-12:00pm
Discrimination/Harassment	45 min	June K.	12:00pm-12:45pm
Break	30 min	-----	12:45pm-1:15pm
Safety (lifting/back safety)	1 hr 15 min	June K.	1:15pm-2:30pm
Code of Ethics	1 hr 15 min	June K.	2:30pm-3:45pm
Overview of Disabilities	1 hr	June K.	3:45pm-4:45pm
Break	15 min	-----	4:45pm-5:00pm
OSHA	15 min	Emily H.	5:00pm-5:15pm
Bloodborne pathogens	45 min	Emily H.	5:15pm-6:00pm
401 K	15 min	Emily H.	6:00pm-6:15pm
Benefits	1 hr 15 min	Emily H.	One on One @later date

Saturday Day 2 Jan 23, Oct 16

Title	Time Frame	Instructor	Time
One Card	30 min	Laurie Mc.	One on One @ later date
Rights and Restrictions	45 min	June K./Brittney M.	9am-9:45am
Privacy/HIPAA	45 min	June K./Brittney M.	9:45am-10:30am
Break	15 min	-----	10:30am-10:45am
Beginning Documentation	2 hr	Hope M.	10:45am-12:45pm
Financial Reporting	30 min	Julie L.	12:45pm-1:15pm
Break	15 min	-----	1:15pm-1:30pm
Mandatory Reporter	2 hrs	Jasmina S.	1:30pm-3:30pm