

New Team Member Orientation



Congratulations & Welcome to Vidant Edgecombe. On behalf of all of the dedicated team members, we are excited that you have made the decision to join our team. We are all working to achieve our Mission, Vision, and Values. Together we can achieve our vision and goals to be the preferred healthcare provider, employer of choice and a national leader in meeting the needs of the community we serve. Orientation is our first step of onboarding you to our team.

Date & Time: Candidates are notified by Edgecombe Human Resources representatives

Parking: Park adjacent to Trailer #1 (Education and Occupational Health)
If further parking instructions are required, please contact a Human Resources representative.

Location: Trailer #1 (Education and Occupational Health)
*Enter the trailer and proceed to the trailer classroom

HR Contacts: Human Resources 252-641-7139

What to bring to Orientation:

- Proof of eligibility to work in the United States by bringing two forms of state and federal government issued identification. **This documentation is required within 3 days of hire.**

What to Wear: Business casual attire is appropriate on the first day of orientation. On the second day you should dress as appropriate for your position, i.e. scrubs or business professional.

ORIENTATION SCHEDULE

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| 8:00 – 8:10 am | Welcome | Education/HR Staff <ul style="list-style-type: none">• Location of bathrooms• Sign-in• Cell phones on vibrate or off |
| 8:10 – 8:20 am | Executive Welcome Leadership Team Keys to Success | <ul style="list-style-type: none">• Introductions – Roles• Questions for the Leadership Team• HR Director distribute any ID badges and extends ceremonial welcome |
| 8:20 – 8:40 am | Executive Presentation President – Wick Baker | <ul style="list-style-type: none">• Overview of VH and Vidant Edgecombe• Wick’s Rules – Customer Service |
| 8:40 – 9:00 am | Tour of Hospital – Ground Floor | <ul style="list-style-type: none">• Education or HR Staff |
| 9:00 – 9:15 am | Meet and Greet | <ul style="list-style-type: none">• Review orientation schedule• Review information on cards – CHATS, ICEAST• Engage in learning name, hometown and unique item of new employees |

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| 9:15 – 9:45 am | Office of Patient-Family Experience | <ul style="list-style-type: none"> • VP Patient Care Services or Designee • Pastor-Minister Representative |
| 9:45 – 10:00 am | Pastoral Services | <ul style="list-style-type: none"> • Patient/Family Advisor • Blessing of Hands |
| 10:00 – 10:30 am | Collaborative Culture of Safety | <ul style="list-style-type: none"> • HR Representative |
| 10:30 – 11:00 am | Infection Control | <ul style="list-style-type: none"> • IC Preventionist – Libbe Sasser |
| 11:00 – 11:10 am | Break | |
| 11:10 – 11:15 am 11:15 – 11:20 am 11:20 – 11:30 am 11:30 am – 12:00 pm | Information Services Foundation HIPAA Organizational Services Review | <ul style="list-style-type: none"> • Employee Self Service • HIPAA • Employee Central • Employee Pharmacy • Parking – Lot Diagram |
| 12:00 – 1:00 pm (Inform to arrive @ 11:55) | Lunch Departmental Buddy | <ul style="list-style-type: none"> • Department Representatives |
| 1:00 – 1:45 pm | MVV Interactive Session (Mission-Vision-Values) | <ul style="list-style-type: none"> • ORGANIZATIONAL DEVELOPMENT facilitated • Break employees into groups • Discuss MVV impact as they provide service at VH • Employees brainstorm and present importance of Mission and Values as they see it relates to them as new family members • Complete Code of Conduct card |
| 1:45 – 2:15 pm | Modules/Learn Center Email access | <ul style="list-style-type: none"> • Education/HR – Leslie Phippen or HR Representative |
| 2:15 pm | Break | |
| 2:30 – 3:15 pm | Health & Wellness | <ul style="list-style-type: none"> • Clinic – 2:30 pm • Employee Safety – 2:35 pm • Occupational Health – 2:45 pm • In-house Wellness/EAP services – 2:50 pm • Wellness Center – 3:00 pm |
| 3:15 – 4:00 pm | AIDET – Customer Service | <ul style="list-style-type: none"> • Education Representative |
| 4:00 – 4:45 pm | Finalize outstanding employment processes Benefits | <ul style="list-style-type: none"> • Payroll • Kronos Time Clock – demonstration • HR Information • Benefits • HR Representative |
| Non-benefit employees may leave when directed. | Clinical Staff – return for Day 2 8:00 am | |