***Congratulations & Welcome*** to Vidant Roanoke-Chowan Hospital.

On behalf of all of the dedicated Vidant Health team members, we are excited for you to be joining our Voyage to Excellence. As a team, we strive to achieve our Mission, Vision, and Values. Working together, we will achieve our vision and goals of being a preferred healthcare provider, employer of choice and national leader in meeting the needs of the Eastern North Carolina communities we serve. Orientation is your first step of understanding our organizational culture, so welcome aboard as we look forward to welcoming you on your first day. The following information is designed to prepare you for orientation:

**Date & Time:** Provided by Vidant Roanoke-Chowan Human Resources representative

**Parking:** Park in front of Vidant Roanoke-Chowan hospital.

If further parking instructions required, please contact Human Resources representative.

**Location:** Vidant Roanoke-Chowan education building\*

\*Meet HR Representative at hospital front lobby for personal escort

**HR Contacts:** Betty Lassiter 252-209-3185 Debbie Sisler 252-209-3263

**What to bring to Orientation:**

* **I9 Documentation**: Proof of eligibility to work in the United States by bringing two forms of local and federal issued identification. **This documentation is required within 3 days of hire.** 
  + Refer to [List of Acceptable I-9 documents](https://www.vidanthealth.com/VidantHealth/media/Documents/Team%20Members/USCIS-Form-I-9.pdf)

**What to Wear:** On the first day of Orientation you may dress in business casual, this excludes denim. On the second day you should dress as appropriate for your position, i.e. scrubs or business professional.

**ORIENTATION SCHEDULE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 8:15am |  |  | Welcome  Front Lobby | * HR Team/Leadership |
| 8:30 - 8:45am |  |  | **Meet & Greet**  **Light Refreshments** | * HR Team/Leadership |
|  |  |  |  |  |
| 8:45 - 9:15am  9:15 – 10:00am |  |  | **Office of Experience**  **MVV Interaction Session** | * Experience Champion * Elaine Griffiths,   VP Patient Care Services |
|  |  |  |  |  |
| 10:00 - 10:15am |  |  | **Collaborative Culture of Safety** | * Jessica Britton, Quality Nurse Specialist lll |
| 10:15 – 10:20am  10:20 – 10:30am |  |  | **Blessing of Hands** *(Optional)*  **Break** | Shirley Harmon, Mgr. Patient Access Serv. |
| 10:30 – 11:00am |  |  | **VH Executive Presentation** | * Judy Bruno, President |
| 11:00 – 11: 05am  11:05 – 11:15am  11:15 – 11:30am  11:30am – 12pm |  |  | **Information Services**  **Foundation**  **HIPAA & Signing Code of Conduct**  **Organizational**  **Services Review** | * Angela Rankins, Systems Analyst * Sandra Woodard, Development Specialist * Sonya Williams, Director of Compliance & Process Improvement   Betty Lassiter, Human Resources Specialist   * Employee Self Service * Modules / Learn Center * Team Central |
| 12–1pm  (Buddy to Arrive at 11:55PM for lunch) |  |  | **Departmental**  **Buddy Lunch** | * Lunch served in Orientation Room |
|  |  |  |  |  |
| 1:00 – 1:30 pm |  |  | **Infection Control** | * Cyndy Dilday, Infection Control Practitioner |
| 1:30-2:15pm |  |  | **Team Member Health & Wellness** | * Wellness Center Representative * Lorrie Henry, RN – Occupational Health * Betty Lassiter, Human Resources Specialist |
|  |  |  |  |  |
| 2:15 – 2:30pm |  |  | **Break** |  |
| 2:30 - 5:00pm |  |  | **Benefits &**  **Completion of Mandatory Education Modules** | * Brittany Oliver, Human Resources Coordinator * Betty Lassiter, Human Resources Specialist |