

# HOSPITAL-WIDE ORIENTATION FOR NEW EMPLOYEES

## 2009 SCHEDULE

<b>ORIENTATION DAY</b> Mondays 7:45 am – 3:45 pm Board Room East Pavilion, 6 <sup>th</sup> Floor	<b>30-DAY FOLLOW-UP</b> Mondays 1:00 pm - 3:00 pm Board Room East Pavilion, 6 <sup>th</sup> Floor	<b>90-DAY FOLLOW-UP</b> Tuesdays 9:30 am – 10:30 am Board Room East Pavilion, 6 <sup>th</sup> Floor
OCTOBER 13, 2008	NOVEMBER 17, 2008	JANUARY 13 <sup>th</sup>
NOVEMBER 10, 2008	DECEMBER 15, 2008	FEBRUARY 10 <sup>th</sup>
DECEMBER 8, 2008	JANUARY 26 <sup>th</sup>	MARCH 10 <sup>th</sup>
JANUARY 12 <sup>th</sup>	FEBRUARY 23 <sup>rd</sup>	APRIL 14 <sup>th</sup>
FEBRUARY 9 <sup>th</sup>	MARCH 16 <sup>th</sup>	MAY 12 <sup>th</sup>
MARCH 9 <sup>th</sup>	APRIL 20 <sup>th</sup>	JUNE 9 <sup>th</sup>
APRIL 13 <sup>th</sup>	MAY 18 <sup>th</sup>	JULY 14 <sup>th</sup>
MAY 11 <sup>th</sup>	JUNE 15 <sup>th</sup>	AUGUST 11 <sup>th</sup>
JUNE 8 <sup>th</sup>	JULY 20 <sup>th</sup>	SEPTEMBER 8 <sup>th</sup>
JULY 13 <sup>th</sup>	AUGUST 17 <sup>th</sup>	OCTOBER 13 <sup>th</sup>
AUGUST 10 <sup>th</sup>	SEPTEMBER 21 <sup>st</sup>	NOVEMBER 10 <sup>th</sup>
SEPTEMBER 14 <sup>th</sup>	OCTOBER 19 <sup>th</sup>	DECEMBER 8 <sup>th</sup>
OCTOBER 12 <sup>th</sup>	NOVEMBER 16 <sup>th</sup>	JANUARY 12, 2010
NOVEMBER 9 <sup>th</sup>	DECEMBER 14 <sup>th</sup>	FEBRUARY 9, 2010
DECEMBER 7 <sup>th</sup>	JANUARY 18, 2010	MARCH 9, 2010

### PLEASE NOTE

All new employees, contract workers, and students must complete Hospital-wide Orientation on their date of hire, that is, before they start work. Volunteers meet the requirement by completing Volunteer Orientation.  
**Reference:** Joint Commission. Staff members, students, and volunteers are oriented to their jobs as appropriate and the work environment before providing care, treatment, and services.

### ATTENDANCE AT THE 30- & 90-DAY PROGRAMS IS REQUIRED

*Questions? Contact Torrie Carter, Training Coordinator, 973-266-8422.*

# 2009

## CPR/BLS TRAINING COURSE

DATE	TIME	LOCATION
January 20, 2009 Tuesday	9:00am	3 <sup>rd</sup> Floor Classroom
February 17, 2009 Tuesday	9:00am	3 <sup>rd</sup> Floor Classroom
March 17, 2009 Tuesday	9:00am	3 <sup>rd</sup> Floor Classroom
April 21, 2009 Tuesday	9:00am	3 <sup>rd</sup> Floor Classroom
May 19, 2009 Tuesday	9:00am	3 <sup>rd</sup> Floor Classroom
June 23, 2009 Tuesday	9:00am	3 <sup>rd</sup> Floor Classroom
July 21, 2009 Tuesday	9:00am	3 <sup>rd</sup> Floor Classroom
August 18, 2009 Tuesday	9:00am	3 <sup>rd</sup> Floor Classroom
September 22, 2009 Tuesday	9:00am	3 <sup>rd</sup> Floor Classroom
October 20, 2009 Tuesday	9:00am	3 <sup>rd</sup> Floor Classroom
November 17, 2009 Tuesday	9:00am	3 <sup>rd</sup> Floor Classroom
December 15, 2009 Tuesday	9:00am	3 <sup>rd</sup> Floor Classroom

**To Register call Torrie Carter at ext: 8422**