

# HOSPITAL-WIDE ORIENTATION FOR NEW EMPLOYEES

## 2010 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 12, 2009	NOVEMBER 16, 2009	JANUARY 12 <sup>th</sup>
NOVEMBER 9, 2009	DECEMBER 14, 2009	FEBRUARY 9 <sup>th</sup>
DECEMBER 14, 2009	JANUARY 25 <sup>th</sup>	MARCH 9 <sup>th</sup>
JANUARY 11 <sup>th</sup>	FEBRUARY 15 <sup>th</sup>	APRIL 13 <sup>th</sup>
FEBRUARY 8 <sup>th</sup>	MARCH 15 <sup>th</sup>	MAY 11 <sup>th</sup>
MARCH 8 <sup>th</sup>	APRIL 19 <sup>th</sup>	JUNE 8 <sup>th</sup>
APRIL 12 <sup>th</sup>	MAY 17 <sup>th</sup>	JULY 13 <sup>th</sup>
MAY 10 <sup>th</sup>	JUNE 14 <sup>th</sup>	AUGUST 10 <sup>th</sup>
JUNE 14 <sup>th</sup>	JULY 19 <sup>th</sup>	SEPTEMBER 14 <sup>th</sup>
JULY 12 <sup>th</sup>	AUGUST 16 <sup>th</sup>	OCTOBER 12 <sup>th</sup>
AUGUST 9 <sup>th</sup>	SEPTEMBER 20 <sup>th</sup>	NOVEMBER 9 <sup>th</sup>
SEPTEMBER 13 <sup>th</sup>	OCTOBER 18 <sup>th</sup>	DECEMBER 14 <sup>th</sup>
OCTOBER 11 <sup>th</sup>	NOVEMBER 15 <sup>th</sup>	JANUARY 11, 2011
NOVEMBER 8 <sup>th</sup>	DECEMBER 20 <sup>th</sup>	FEBRUARY 8, 2011
DECEMBER 13 <sup>th</sup>	JANUARY 17, 2010	MARCH 8, 2011

### 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.*

# 2010

## CPR/BLS TRAINING COURSE

DATE	TIME	LOCATION
January 19, 2010 Tuesday	9:30am	3 <sup>rd</sup> Floor Classroom
February 16, 2010 Tuesday	9:30am	3 <sup>rd</sup> Floor Classroom
March 16, 2010 Tuesday	9:30am	3 <sup>rd</sup> Floor Classroom
April 20, 2010 Tuesday	9:30am	3 <sup>rd</sup> Floor Classroom
May 18, 2010 Tuesday	9:30am	3 <sup>rd</sup> Floor Classroom
June 15, 2010 Tuesday	9:30am	3 <sup>rd</sup> Floor Classroom
July 20, 2010 Tuesday	9:30am	3 <sup>rd</sup> Floor Classroom
August 17, 2010 Tuesday	9:30am	3 <sup>rd</sup> Floor Classroom
September 21, 2010 Tuesday	9:30am	3 <sup>rd</sup> Floor Classroom
October 19, 2010 Tuesday	9:30am	3 <sup>rd</sup> Floor Classroom
November 16, 2010 Tuesday	9:30am	3 <sup>rd</sup> Floor Classroom
December 14, 2010 Tuesday	9:30am	3 <sup>rd</sup> Floor Classroom

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