# RN Orientation Schedules

## Orientation - Week 1 ED/UC RN

| Time | Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|---|
| 7:00 | | | | | |
| 7:30 | System NEO Programming | | | | |
| 8:00 | | Dept Time | Dept Time | IS Training: ED/UC Staff Workflow | Dept Time/Compliance CBTs/Safety Checklist/Meet with Supervisor |
| 8:30 | | | | | |
| 9:00 | | IS Trainings: Documenting Patient Histories; Charting w/Interactive View/I&O; Cerner Mobile Apps-Communication | IS Trainings: Working w/ Orders; Cerner Mobile Apps-Patient Care; Working w/ the MAR | | |
| 9:30 | | | | | |
| 10:00 | | | | Dept Time/Compliance CBTs/Safety Checklist/Meet with Supervisor | |
| 10:30 | | | | | |
| 11:00 | | | | | |
| 11:30 | | | | | |
| 12:00 | | Lunch | Lunch | Lunch | |
| 12:30 | Lunch (12:30-1:25) | | | | |
| 1:00 | | | | | |
| 1:30 | IS Training: Getting Started | Clinical Education Training | Clinical Education Training | Clinical Education Training | |
| 2:00 | | | | | |
| 2:30 | | | | | |
| 3:00 | IS Training: Intro to Cerner | | | | |
| 3:30 | | | | | |
| 4:00 | Security Photo/Dept Time | | | | |
| 4:30 | | | | | |
| 5:00 | | | | | |

## Orientation - Week 1 MedSurg/ICU RN

| Time | Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|---|
| 7:00 | | | | | |
| 7:30 | System NEO Programming | | | | |
| 8:00 | | Dept Time | Dept Time | Dept Time/Compliance CBTs/Safety Checklist/Meet with Supervisor | Dept Time/Compliance CBTs/Safety Checklist/Meet with Supervisor |
| 8:30 | | | | | |
| 9:00 | | IS Trainings: Documenting Patient Histories; Charting w/Interactive View/I&O; Cerner Mobile Apps-Communication | IS Trainings: Working w/ Orders; Cerner Mobile Apps-Patient Care; Working w/ the MAR | | |
| 9:30 | | | | | |
| 10:00 | | | | IS Training: Med Surg/ICU Staff Workflow | |
| 10:30 | | | | | |
| 11:00 | | | | | |
| 11:30 | | | | | |
| 12:00 | | Lunch | Lunch | Lunch | |
| 12:30 | Lunch (12:30-1:25) | | | | |
| 1:00 | | | | | |
| 1:30 | IS Training: Getting Started | Clinical Education Training | Clinical Education Training | Clinical Education Training | |
| 2:00 | | | | | |
| 2:30 | | | | | |
| 3:00 | IS Training: Intro to Cerner | | | | |
| 3:30 | | | | | |
| 4:00 | Security Photo/Dept Time | | | | |
| 4:30 | | | | | |
| 5:00 | | | | | |

## Orientation - Week 1 Ambulatory RN

| Time | Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|---|
| 7:00 | | | | | |
| 7:30 | System NEO Programming | | | | |
| 8:00 | | Dept Time | Dept Time | IS Training: Message Center & Med Renewals | IS Training: Ambulatory Staff Workflow |
| 8:30 | | IS Training: Documenting Patient Histories | IS Trainings: Working w/ Orders; Cerner Mobile Apps-Patient Care; Working w/ the MAR | | |
| 9:00 | | | | | |
| 9:30 | | | | | |
| 10:00 | | Dept Time/Compliance CBTs/Safety Checklist/Meet with Supervisor | | | |
| 10:30 | | | | | |
| 11:00 | | | | | |
| 11:30 | | | | | |
| 12:00 | | Lunch | Lunch | | |
| 12:30 | Lunch (12:30-1:25) | | | | |
| 1:00 | | | | Dept Time/Compliance CBTs/Safety Checklist/Meet with Supervisor | Dept Time/Compliance CBTs/Safety Checklist/Meet with Supervisor |
| 1:30 | IS Training: Getting Started | Clinical Education Training | Clinical Education Training | | |
| 2:00 | | | | | |
| 2:30 | | | | | |
| 3:00 | IS Training: Intro to Cerner | | | | |
| 3:30 | | | | | |
| 4:00 | Security Photo/Dept Time | | | | |
| 4:30 | | | | | |

## Orientation - Week 1 OB Inpatient RN

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|---|
| 7:00 | | | | | |
| 7:30 | | | | | |
| 8:00 | System NEO Programming | Dept Time | Dept Time | Dept Time/Compliance CBTs/Safety Checklist/Meet with Supervisor | Dept Time/Compliance CBTs/Safety Checklist/Meet with Supervisor |
| 8:30 | | IS Trainings: Documenting Patient Histories; Charting w/Interactive View/I&O; Cerner Mobile Apps-Communication | IS Trainings: Working w/ Orders; Cerner Mobile Apps-Patient Care; Working w/ the MAR | | |
| 9:00 | | | | | |
| 9:30 | | | | | |
| 10:00 | | | | IS Training: Acute WH Staff Workflow | |
| 10:30 | | | | | |
| 11:00 | | | | | |
| 11:30 | | | | | |
| 12:00 | | Lunch | Lunch | Lunch | |
| 12:30 | Lunch (12:30-1:25) | | | | |
| 1:00 | | | | | |
| 1:30 | IS Training: Getting Started | Clinical Education Training | Clinical Education Training | Clinical Education Training | |
| 2:00 | | | | | |
| 2:30 | | | | | |
| 3:00 | IS Training: Intro to Cerner | | | | |
| 3:30 | | | | | |
| 4:00 | Security Photo/Dept Time | | | | |
| 4:30 | | | | | |
| 5:00 | | | | | |

# Clinical Staff Orientation Schedules

## Orientation - Week 1 Ambulatory MA/CTCs (if patient facing)

| Time | Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|---|
| 7:00 | | | | | |
| 7:30 | | | | | |
| 8:00 | System NEO Programming | Dept Time | Dept Time | IS Training: Message Center & Med Renewals | IS Training: Ambulatory Staff Workflow |
| 8:30 | | IS Training: Documenting Patient Histories | IS Trainings: Working w/ Orders; Cerner Mobile Apps-Patient Care; Working w/ the MAR | | |
| 9:00 | | | | | |
| 9:30 | | | | | |
| 10:00 | | Dept Time/Compliance CBTs/Safety Checklist/Meet with Supervisor | | | |
| 10:30 | | | | | |
| 11:00 | | | | | |
| 11:30 | | | | | |
| 12:00 | | Lunch | Lunch | Dept Time/Compliance CBTs/Safety Checklist/Meet with Supervisor | Dept Time/Compliance CBTs/Safety Checklist/Meet with Supervisor |
| 12:30 | Lunch (12:30-1:25) | | | | |
| 1:00 | | | Clinical Education Training | | |
| 1:30 | IS Training: Getting Started | Clinical Education Training | | | |
| 2:00 | | | | | |
| 2:30 | | | Dept Time/Compliance CBTs/Safety Checklist/Meet with Supervisor | | |
| 3:00 | IS Training: Intro to Cerner | | | | |
| 3:30 | | | | | |
| 4:00 | Security Photo/Dept Time | | | | |
| 4:30 | | | | | |

## Orientation - Week 1 CNA/HUC (if patient facing)

| Time | Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|---|
| 7:00 | | | | | |
| 7:30 | | | | | |
| 8:00 | System NEO Programming | Dept Time | Dept Time/Compliance CBTs/Safety Checklist/Meet with Supervisor | Dept Time/Compliance CBTs/Safety Checklist/Meet with Supervisor | Dept Time/Compliance CBTs/Safety Checklist/Meet with Supervisor |
| 8:30 | | IS Trainings: Documenting Patient Histories; Charting w/Interactive View/I&O; Cerner Mobile Apps-Communication | | | |
| 9:00 | | | | | |
| 9:30 | | | | | |
| 10:00 | | | | | |
| 10:30 | | | | | |
| 11:00 | | | | | |
| 11:30 | | | | | |
| 12:00 | | Lunch | | | |
| 12:30 | Lunch (12:30-1:25) | | | | |
| 1:00 | | | | | |
| 1:30 | IS Training: Getting Started | Clinical Education Training | | | |
| 2:00 | | | | | |
| 2:30 | | | | | |
| 3:00 | IS Training: Intro to Cerner | | | | |
| 3:30 | | | | | |
| 4:00 | Security Photo/Dept Time | | | | |
| 4:30 | | | | | |

## Orientation - Week 1 ED Tech

| Time | Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|---|
| 7:00 | | | | | |
| 7:30 | System NEO Programming | Dept Time | Dept Time/Compliance CBTs/Safety Checklist/Meet with Supervisor | Dept Time/Compliance CBTs/Safety Checklist/Meet with Supervisor | Dept Time/Compliance CBTs/Safety Checklist/Meet with Supervisor |
| 8:00 | | | | | |
| 8:30 | | IS Trainings: Documenting Patient Histories; Charting w/Interactive View/I&O; Cerner Mobile Apps-Communication | | | |
| 9:00 | | | | | |
| 9:30 | | | | | |
| 10:00 | | | | | |
| 10:30 | | | | | |
| 11:00 | | | | | |
| 11:30 | | | | | |
| 12:00 | | Lunch | Lunch | Lunch | |
| 12:30 | Lunch (12:30-1:25) | | | | |
| 1:00 | | | | | |
| 1:30 | IS Training: Getting Started | Clinical Education Training | Clinical Education Training | Clinical Education Training | |
| 2:00 | | | | | |
| 2:30 | | | | | |
| 3:00 | IS Training: Intro to Cerner | | | | |
| 3:30 | | | | | |
| 4:00 | Security Photo/Dept Time | | | | |
| 4:30 | | | | | |

## Orientation - Week 1 Appointment Coordinator

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|---|
| 7:00 | | | | | |
| 7:30 | | | | | |
| 8:00 | System NEO Programming | Dept Time/Compliance CBTs/Safety Checklist/Meet with Supervisor | Dept Time/Compliance CBTs/Safety Checklist/Meet with Supervisor | Complete CBTS | IS Training: Intro to Scheduling; Intro to Registration; Working w/ Resource Schedules, Messaging, & Referrals |
| 8:30 | | | | | |
| 9:00 | | | | IS Training: Navigating Rev Cycle; Understanding Encounter-Level Details | |
| 9:30 | | | | | |
| 10:00 | | | | | |
| 10:30 | | | | | |
| 11:00 | | | | | |
| 11:30 | | | | | |
| 12:00 | | | | | |
| 12:30 | Lunch (12:30-1:25) | | | Dept Time/Compliance CBTs/Safety Checklist/Meet with Supervisor | Dept Time/Compliance CBTs/Safety Checklist/Meet with Supervisor |
| 1:00 | | | | | |
| 1:30 | IS Training: Getting Started | | | | |
| 2:00 | | | | | |
| 2:30 | | | | | |
| 3:00 | IS Training: Intro to Cerner | | | | |
| 3:30 | | | | | |
| 4:00 | Security Photo/Dept Time | | | | |
| 4:30 | | | | | |

## Orientation - Week 1 Patient Access Specialist

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|---|
| 7:00 | | | | | |
| 7:30 | System NEO Programming | | | | |
| 8:00 | | Dept Time/Compliance CBTs/Safety Checklist/Meet with Supervisor | Dept Time/Compliance CBTs/Safety Checklist/Meet with Supervisor | Dept Time/Compliance CBTs/Safety Checklist/Meet with Supervisor | Dept Time/Compliance CBTs/Safety Checklist/Meet with Supervisor |
| 8:30 | | | | | |
| 9:00 | | | | | |
| 9:30 | | | | | |
| 10:00 | | | | | |
| 10:30 | | | | | |
| 11:00 | | | | | |
| 11:30 | | | | | |
| 12:00 | | | | | |
| 12:30 | Lunch (12:30-1:25) | | | | |
| 1:00 | | | | | |
| 1:30 | IS Training: Getting Started | | | | |
| 2:00 | | | | | |
| 2:30 | | | | | |
| 3:00 | IS Training: Intro to Cerner | | | | |
| 3:30 | | | | | |
| 4:00 | Security Photo/Dept Time | | | | |
| 4:30 | | | | | |

# Surgical Staff Orientation Schedule

## Orientation - Week 1 Surgical RNs (OR, Preop/PACU, OPCC, CIRV, GI, Hyperbaric)

| Time | Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|---|
| 7:00 | | | | | |
| 7:30 | | | | | |
| 8:00 | System NEO Programming | Dept Time | Dept Time | Dept Time/Compliance CBTs/Safety Checklist/Meet with Supervisor | Dept Time/Compliance CBTs/Safety Checklist/Meet with Supervisor |
| 8:30 | | | | | |
| 9:00 | | IS Trainings: Documenting Patient Histories; Charting w/Interactive View/I&O; Cerner Mobile Apps-Communication | IS Trainings: Working w/ Orders; Cerner Mobile Apps-Patient Care; Working w/ the MAR | | |
| 9:30 | | | | | IS: Intraop Staff Workflow |
| 10:00 | | | | | |
| 10:30 | | | | | |
| 11:00 | | | | | |
| 11:30 | | | | | |
| 12:00 | | Lunch | Lunch | Lunch | |
| 12:30 | Lunch (12:30-1:25) | | | | Dept Time/Compliance CBTs/Safety Checklist/Meet with Supervisor |
| 1:00 | | Clinical Education Training | Clinical Education Training | Clinical Education Training | |
| 1:30 | IS Training: Getting Started | | | | |
| 2:00 | | | | | |
| 2:30 | | | | | |
| 3:00 | IS Training: Intro to Cerner | | | | |
| 3:30 | | | | | |
| 4:00 | Security Photo/Dept Time | | | | |
| 4:30 | | | | | |

## Orientation - Week 1 Surgical Ancillary Staff (CNAs, ORAs)

| Time | Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|---|
| 7:00 | | | | | |
| 7:30 | | | | | |
| 8:00 | System NEO Programming | Dept Time | Dept Time/Compliance CBTs/Safety Checklist/Meet with Supervisor | Dept Time/Compliance CBTs/Safety Checklist/Meet with Supervisor | Dept Time/Compliance CBTs/Safety Checklist/Meet with Supervisor |
| 8:30 | | | | | |
| 9:00 | | | | | |
| 9:30 | | IS Trainings: Documenting Patient Histories; Charting w/Interactive View/I&O; Cerner Mobile Apps-Communication | | | |
| 10:00 | | | | | |
| 10:30 | | | | | |
| 11:00 | | | | | |
| 11:30 | | | | | |
| 12:00 | | Lunch | | | |
| 12:30 | Lunch (12:30-1:25) | | | | |
| 1:00 | | | | | |
| 1:30 | IS Training: Getting Started | Clinical Education Training | | | |
| 2:00 | | | | | |
| 2:30 | | | | | |
| 3:00 | IS Training: Intro to Cerner | | | | |
| 3:30 | | | | | |
| 4:00 | Security Photo/Dept Time | | | | |
| 4:30 | | | | | |

## Orientation - Week 1 Surgical Ancillary Staff (Rad Techs (CIRV), Surg Techs, HUC)

| Time | Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|---|
| 7:00 | | | | | |
| 7:30 | | | | | |
| 8:00 | System NEO Programming | Dept Time/Compliance CBTs/Safety Checklist/Meet with Supervisor | Dept Time/Compliance CBTs/Safety Checklist/Meet with Supervisor | Dept Time/Compliance CBTs/Safety Checklist/Meet with Supervisor | Dept Time/Compliance CBTs/Safety Checklist/Meet with Supervisor |
| 8:30 | | | | | |
| 9:00 | | | | | |
| 9:30 | | | | | |
| 10:00 | | | | | |
| 10:30 | | | | | |
| 11:00 | | | | | |
| 11:30 | | | | | |
| 12:00 | | Lunch | | | |
| 12:30 | Lunch (12:30-1:25) | | | | |
| 1:00 | | | | | |
| 1:30 | | Clinical Education Training | | | |
| 2:00 | IS Training: Getting Started | | | | |
| 2:30 | | | | | |
| 3:00 | IS Training: Intro to Cerner | | | | |
| 3:30 | | | | | |
| 4:00 | Security Photo/Dept Time | | | | |
| 4:30 | | | | | |

# Non-Clinical Orientation Schedule

## Orientation - Week 1 Shared Services Staff (non-clinical/administrative)

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|---|
| 7:00 | | | | | |
| 7:30 | | | | | |
| 8:00 | System NEO Programming | Dept Time/Compliance CBTs/Safety Checklist/Meet with Supervisor | Dept Time/Compliance CBTs/Safety Checklist/Meet with Supervisor | Dept Time/Compliance CBTs/Safety Checklist/Meet with Supervisor | Dept Time/Compliance CBTs/Safety Checklist/Meet with Supervisor |
| 8:30 | | | | | |
| 9:00 | | | | | |
| 9:30 | | | | | |
| 10:00 | | | | | |
| 10:30 | | | | | |
| 11:00 | | | | | |
| 11:30 | | | | | |
| 12:00 | | | | | |
| 12:30 | Lunch (12:30-1:25) | | | | |
| 1:00 | | | | | |
| 1:30 | IS Training: Getting Started | | | | |
| 2:00 | | | | | |
| 2:30 | | | | | |
| 3:00 | Security Photo/Dept Time | | | | |
| 3:30 | | | | | |
| 4:00 | | | | | |
| 4:30 | | | | | |