

**New Employee Orientation  
Harry S. Truman Memorial Veterans' Hospital**

<b>Day 1: Room 545</b>		
<b>Time</b>	<b>Topic</b>	<b>Presenter</b>
8:00	Welcome & Oath of Office	Director
8:20	Group Photo	
8:30	NEO Overview/Intro to VA	NEO Facilitator
8:45	Police and Security	VA Police Staff
9:30	Break	
9:45	Privacy Officer Compliance Officer Information System Security Officer	Privacy Officer Compliance Officer Information System Security Officer
10:00	Customer Service - Patient Experience	Training Instructor
12:00	Lunch with Your Supervisor	Provided by Veterans Canteen Service
12:50	Scavenger Hunt	NEO Facilitator
1:30	Patient Centered Care	Integrative Health and Wellness
3:45	Day 1 Wrap Up	NEO Facilitator
4:00	Adjourn	

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<b>Day 2: Room 545</b>		
<b>Time</b>	<b>Topic</b>	<b>Presenter</b>
8:00	Introduction to American Federation of Government Employees	Local AFGE 3399
8:10	Salary and Benefits	Human Resources Specialist
10:15-10:30	Break	
10:30-11:15	Equal Employment Opportunity Policies and Programs	Equal Employment Opportunity Officer
11:15-12:15	Employee Safety	Safety and Occupational Health Specialist Industrial Hygienist Safe Patient Handling Coordinator
12:15	Optional Lunch with Union / Lunch on your own	
1:15	Infection Control	Infection Control Practitioner MDRO Coordinator
2:00	Training, Development and Advancement Opportunities Activity	NEO Facilitator
3:00	Break	
3:15	Executive Leadership Team	Director Associate Director Assistant Director Associate Director for Patient Services Chief of Staff Executive of High Reliability
4:00	Day 2 Wrap Up	NEO Facilitator
4:30	Adjourn	

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<b>Day 3: Room 545</b>		
<b>Time</b>	<b>Topic</b>	<b>Presenter</b>
8:00	Patient Safety/Just Culture/ Clinical Team Training	Patient Safety Nurse
9:30	Break	
9:45	Clinical Team Training (Cont'd)	
12:15	Lunch	
12:45	System Redesign/White Belt	Program Analyst
2:15	Break	
2:30-4:30	Report to Duty Station for Service Level Orientation	Service Level Supervisor
4:30	Adjourn	

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<b>Day 4: Room 545 / 557</b>		
<b>Time</b>	<b>Topic</b>	<b>Presenter</b>
8:00	Computer Training	Information Technology Specialist
8:45	Mandatory Talent Management System Training	TMS Coordinator
9:45	Break	
10:00	Mandatory TMS Training (Cont'd)	
11:30	Lunch	
12:00	Prevention and Management of Disruptive Behavior Level 2	PMDB Coordinator
2:00	Break	
2:15	Prevention and Management of Disruptive Behavior Level 3	PMDB Coordinator
4:15	Entrance Survey	TMS Coordinator
4:30	Day 4 Wrap Up & Adjourn	

\*Employees who do not require PMDB Level 3 will report to room 557 to continue  
Mandatory TMS Training.

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<b>Day 5:</b>			
<b>Time</b>	<b>Topic</b>	<b>Location</b>	<b>Duration</b>
7:30	Nursing staff report for Nursing Orientation Welcome (RN, LPN, NA)	557	7:30-8:00
8:00	Clinical staff report for Computerized Patient Record System (CPRS) Training	557	8:00-10:00
9:00	Scheduling staff who have been notified will report for Scheduling Training	544	5 days
10:00	Nursing staff report for Nursing Orientation (RN, LPN, NA)	557	3 days
All other staff report to duty station on Day 5.			