

WEEK ONE			
Monday			
Session	Time	Who Attends	Location
Registration / ID Badges	7:30a – 8:30a	All employees	Main Hospital, 2 West Classroom
New Employee Organizational Orientation	8:30a – 4:00p	All employees	Main Hospital, 2 West Amphitheater
Tuesday			
Session	Time	Who Attends	Location
Benefits Briefing & Sign-up	8:30a – 12:30p	All permanent employees	Main Hospital, 2 West Amphitheater
FIT Testing	12:30p – 1:30p	Employees who do <u>not</u> need POCT (see page 3)	Research Building, Sabin Street – Room 101
Point of Care Testing & Fit Testing	1:30p – 4:30p	See Page 3 for who attends this session	Research Building, Sabin Street – Room 101
Wednesday			
Session	Time	Who Attends	Location
Clinical Services Orientation	8:00a – 4:30p	All licensed and unlicensed hands-on patient care employees (except Ambulatory Care employees)	Main Hospital, 2 West Amphitheater
Thursday			
Session	Time	Who Attends	Location
Computer training, Account activation & Oacis	8:30a – 10:30a	OR RNs & staff, Wound Care RNs, Psychiatric Liaison RNs, <u>Adult</u> Respiratory, Speech, Occupational & Physical Therapists, Social Workers, Chaplains, PCTs, Student Techs	Charleston Memorial Hospital (CMH), Room 125A (allow enough time for walking)
Clinical Documentation (ClinDoc)	10:30a – 11:00a	Wound Care RNs, Psychiatric Liaison RNs, <u>Adult</u> Respiratory, Speech, Occupational & Physical Therapists, Social Workers, Chaplains, PCTs, Student Techs	CMH, Room 125A
Computer Modules	12:00p – 4:30p	PCTs & Student Techs	270 Main Hospital, same hall as 2W Amphitheatre
Friday			
Session	Time	Who Attends	Location
Computer Modules	8:00a – 1:00p	PCTs & Student Techs	Library, 4 th floor
EKG Training	1:45p – 3:45p	All Hospital RNs & Meducare (<i>EXCEPT</i> OR RNs & CRNAs), PCTs & Student Techs	Simulation Lab, 1 st floor College of Nursing

Week Two			
Monday			
Session	Time	Who Attends	Location
MUSC Excellence	8:00a – 10:30a	All employees	Main Hospital, 2 West Amphitheater
BLS Training	12:00p – 4:00p	PCTs & Student Techs	CMH, Room 263
Tuesday			
Session	Time	Who Attends	Location
Phlebotomy	8:00a – 12:00p	PCTs & Student Techs	Main Hospital, 2 West Classroom
Computer Modules	1:00p – 4:30p	PCTs & Student Techs	Library, 4 th floor
Wednesday			
Session	Time	Who Attends	Location
Skills Lab	8:00a-4:30p	PCTs & Student Techs	Simulation Lab, 1 st floor CON
Thursday			
Session	Time	Who Attends	Location
Unit Orientation	7:00a-3:00p	PCTs & Student Techs	Unit
Friday			
Session	Time	Who Attends	Location
Unit Orientation	7:00a-3:00p	PCTs & Student Techs	Unit

Important Information	
→	You should contact your manager for instruction if you have unscheduled time during the first two weeks of orientation.
Questions? Call Tish Hyland 2-9871 or Allen Coulter 2-0623 in Human Resources. For PCT training questions call Melissa Dunkerley 2-5896 or pgr 12496	