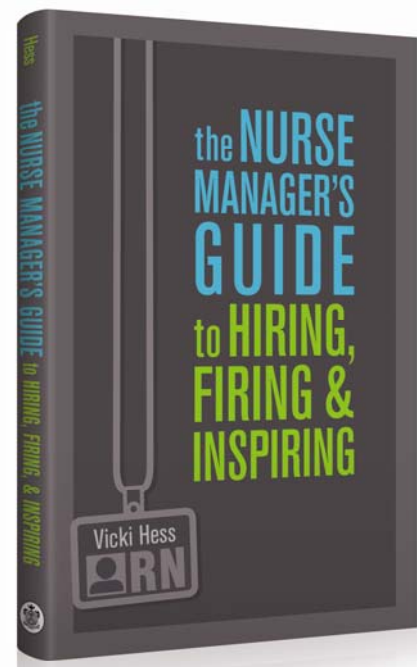
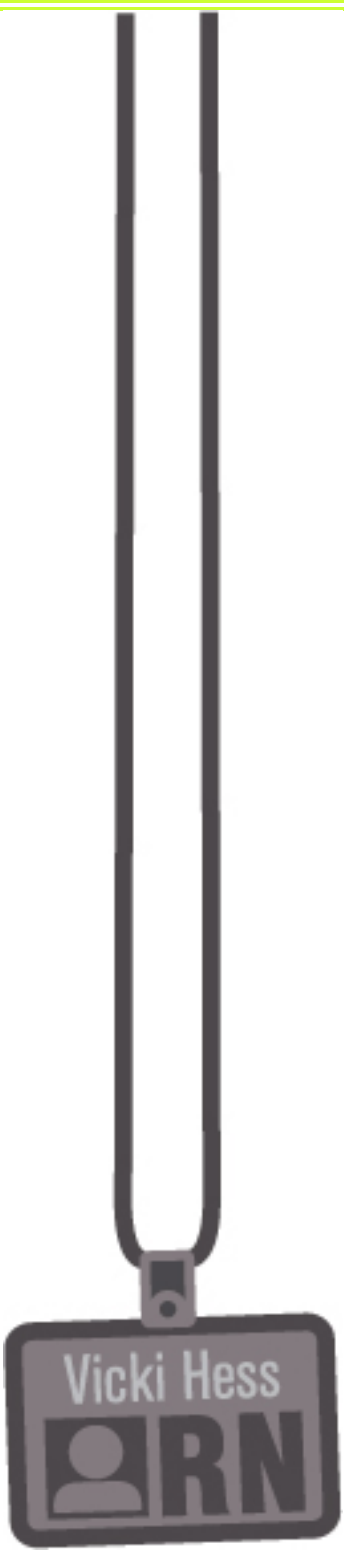


TIMESAVER TOOL

CHAPTER 6

ORIENTATION CALENDAR GUIDELINES





ORIENTATION CALENDAR GUIDELINES

Using Outlook® or a similar calendar program, print out a blank calendar and fill in the following information:

- Mandatory organization-wide orientation elements (ie, New Employee Orientation, Clinical Orientation, Technology Orientation, HR Orientation, etc.)
- Certification training for CPR; PALS; ACLS, etc.
- Staff meetings
- One on one meetings with manager or preceptor
- Work schedule and preceptor who s/he will be working with (include contact information for each preceptor on the calendar)
- Field trips or shadow days (OR, ER, Pharmacy, etc.)
- Meetings with clinical educator
- Other important events or milestones



CONTACT VICKI HESS, RN, MS, CSP, FOR MORE INFORMATION ABOUT KEYNOTE SPEECHES, TRAINING WORKSHOPS, CONSULTING AND PRODUCTS.

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