

MHS New Hire Orientation Schedule (2 Week Cycle)

NEO = New Employee Orientation	ATS = Ancillary Testing Services
PSO = Patient Services Orientation	POCT = Point of Care Testing (ATS class)
STO = System Technology Orientation (Epic)	

INPATIENT SCHEDULE

Inpatient RN/LPN - Director/Manager/Supervisor

Week 1	Mon	Tue	Wed	Thu	Fri
8:00 – 12:00	NEO	PSO	PSO	ATS	POCT/Phleb
12:30 – 4:30	NEO	PSO	PSO	ATS	PSO
Week 2	Mon	Tue	Wed	Thu	Fri
8:00 – 12:00	STO	STO	STO	* **	
12:30 – 4:30	STO	STO	PSO	*	

*Nurses who schedule patient appointments attend full day Thursday Week 2

**House Supervisors attend Thursday Week 2 (morning)

Inpatient PTCA/CNA/PCT

Week 1	Mon	Tue	Wed	Thu	Fri
8:00 – 12:00	NEO	STO	PSO	ATS	
12:30 – 4:30	NEO	PSO	PSO		

Inpatient HUC/Monitor Tech

Week 1	Mon	Tue	Wed	Thu	Fri
8:00 – 12:00	NEO	PSO	STO		
12:30 – 4:30	NEO	STO	STO		

Inpatient Nurse Tech

Week 1	Mon	Tue	Wed	Thu	Fri
8:00 – 12:00	NEO	PSO	PSO	ATS	POCT/Phleb
12:30 – 4:30	NEO	PSO	PSO	ATS	
Week 2	Mon	Tue	Wed	Thu	Fri
8:00 – 12:00	STO	STO			
12:30 – 4:30	STO	STO			

Inpatient Therapist (PT, OT, ST) - Director/Manager/Supervisor

Week 1	Mon	Tue	Wed	Thu	Fri
8:00 – 12:00	NEO	PSO	STO	STO	
12:30 – 4:30	NEO	PSO	PSO		

Inpatient Respiratory Therapist - Director/Manager/Supervisor

Week 1	Mon	Tue	Wed	Thu	Fri
8:00 – 12:00	NEO	PSO	STO	ATS	POCT/Phleb
12:30 – 4:30	NEO	PSO	PSO	STO	STO

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EMERGENCY DEPARTMENT SCHEDULE

ED RN - Director/Manager/Supervisor					
Week 1	Mon	Tue	Wed	Thu	Fri
8:00 – 12:00	NEO	PSO	PSO	ATS	POCT/Phleb
12:30 – 4:30	NEO	PSO	PSO	ATS	PSO
Week 2	Mon	Tue	Wed	Thu	Fri
8:00 – 12:00	STO	STO	STO		
12:30 – 4:30	STO	STO	PSO		

ED EST (Emergency Services Tech)					
Week 1	Mon	Tue	Wed	Thu	Fri
8:00 – 12:00	NEO	PSO		ATS	POCT/Phleb
12:30 – 4:30	NEO	PSO	PSO	ATS	
Week 2	Mon	Tue	Wed	Thu	Fri
8:00 – 12:00	STO				
12:30 – 4:30	STO				

ED ESR (Emergency Services Rep)/HUC					
Week 1	Mon	Tue	Wed	Thu	Fri
8:00 – 12:00	NEO		STO		
12:30 – 4:30	NEO	STO			

ED Nurse Tech					
Week 1	Mon	Tue	Wed	Thu	Fri
8:00 – 12:00	NEO	PSO	PSO	ATS	POCT/Phleb
12:30 – 4:30	NEO	PSO	PSO	ATS	
Week 2	Mon	Tue	Wed	Thu	Fri
8:00 – 12:00	STO	STO			
12:30 – 4:30	STO	STO			

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OR/PACU SCHEDULE

OR Intra-Op RN - Director/Manager/Supervisor					
Week 1	Mon	Tue	Wed	Thu	Fri
8:00 – 12:00	NEO	PSO	PSO	ATS	POCT/Phleb
12:30 – 4:30	NEO	PSO	PSO	ATS	PSO
Week 2	Mon	Tue	Wed	Thu	Fri
8:00 – 12:00	STO	STO		*	
12:30 – 4:30	STO	STO	PSO	*	

*Nurses who schedule patient appointments attend full day Thurs Week 2

OR HUC					
Week 1	Mon	Tue	Wed	Thu	Fri
8:00 – 12:00	NEO	PSO	STO		
12:30 – 4:30	NEO	STO	STO		

OR PTCA					
Week 1	Mon	Tue	Wed	Thu	Fri
8:00 – 12:00	NEO	STO	PSO	ATS	
12:30 – 4:30	NEO	PSO	PSO		

PACU RN - Director/Manager/Supervisor					
Week 1	Mon	Tue	Wed	Thu	Fri
8:00 – 12:00	NEO	PSO	PSO	ATS	POCT/Phleb
12:30 – 4:30	NEO	PSO	PSO	ATS	PSO
Week 2	Mon	Tue	Wed	Thu	Fri
8:00 – 12:00	STO	STO	STO	STO	
12:30 – 4:30	STO	STO	PSO		

PACU HUC					
Week 1	Mon	Tue	Wed	Thu	Fri
8:00 – 12:00	NEO	PSO	STO		
12:30 – 4:30	NEO	STO	STO		

PACU PTCA					
Week 1	Mon	Tue	Wed	Thu	Fri
8:00 – 12:00	NEO	STO	PSO	ATS	
12:30 – 4:30	NEO	PSO	PSO		
Week 2	Mon	Tue	Wed	Thu	Fri
8:00 – 12:00				STO	
12:30 – 4:30					

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AMBULATORY CLINICS / URGENT CARE BACK OFFICE

UCC RN, LPN, MA - Manager/Supervisor (as needed)						
Cycle One:						
Week 1	Mon	Tue	Wed	Thu	Fri	
8:00 – 12:00	NEO	PSO	PSO	STO	STO	
12:30 – 4:30	NEO	PSO	PSO	STO	STO	
Week 2	Mon	Tue	Wed	Thu	Fri	
8:00 – 12:00	POCT	PSO				
12:30 – 4:30	POCT	PSO				
Cycle Two:						
Week 1	Mon	Tue	Wed	Thu	Fri	
8:00 – 12:00						
12:30 – 4:30					PSO	

Clinic RN, LPN, MA - Manager/Supervisor (as needed)						
Week 1	Mon	Tue	Wed	Thu	Fri	
8:00 – 12:00	NEO	PSO	PSO	STO	STO	
12:30 – 4:30	NEO	PSO	PSO	STO	STO	
Week 2	Mon	Tue	Wed	Thu	Fri	
8:00 – 12:00	POCT	PSO				
12:30 – 4:30	POCT	PSO				

AMBULATORY / HSD (HOSPITAL SERVICE DEPARTMENT) FRONT OFFICE

Ambulatory/HSD Front Office – Manager/Supervisor (as needed)						
Week 1	Mon	Tue	Wed	Thu	Fri	
8:00 – 12:00	NEO	STO	STO	STO	STO	
12:30 – 4:30	NEO	STO	STO	STO	STO	

PATIENT ACCESS / PRE-SERVICE CENTER

Patient Access/Pre-Service Patient Registrar – Manager/Supervisor						
Week 1	Mon	Tue	Wed	Thu	Fri	
8:00 – 12:00	NEO	STO	STO	STO	STO	
12:30 – 4:30	NEO	STO	STO	STO	STO	