

Welcome
New Employee Orientation
2009

	Agenda	Presenter
7:30 a.m. - 8:00 a.m.	<ul style="list-style-type: none"> • Sign-in/License Verification • Badge/Parking Registration • Employee Health 	Human Resources 403.1260 Safety & Security 403.1182 Employee Health 403.1007
8:00 a.m. - 8:45 a.m.	Introduction <ul style="list-style-type: none"> • Introductions • Welcome to MultiCare Health System • Overview of Materials • Introduction to the Intranet <ol style="list-style-type: none"> 1. How to navigate 2. Where to find resources 3. How to access the Learning Management System 	NEO Facilitator PSO Coordinator Institute for Learning and Development 403.1280
8:45 a.m. - 9:00 a.m.	Commute Trip Reduction/Parking	Employee Transportation 403.1182
9:00 a.m. – 9:30 a.m.	Benefits and Compensation	Benefits 403.1580 Compensation 403.1260
9:30 a.m. – 10:00 a.m.	Break Paperwork help New Travelers and Contract arrival and badging	
10:00 a.m. – 10:30 a.m.	Welcome by MultiCare Senior Nursing Executive	JoEllen Vanatta 403.2111
10:30 a.m. – 11:00 p.m.	Fire Safety, ED Codes, MRI Safety, Hazard Communication	Safety 403.2084
11:00 p.m. – 11:30 p.m.	Security	Security 403.2086
11:30 p.m. – 12:00 p.m.	Health Insurance Portability and Accountability Act of 1996 (HIPAA)	Facilitator HIPAA officer 459.7882
12:00 p.m. – 1:00 p.m.	Lunch	
1:00 p.m. - 1:45 p.m.	OSHA/WISHA, Bloodborne Pathogens, TB Regulations	Infection Control 403.4650
1:45 p.m. – 2:15 p.m.	Standards of Business Conduct	Corporate Compliance 459.8300
2:15 p.m. – 3:15 p.m.	The MultiCare Difference	Facilitator
3:15 p.m. – 3:30 p.m.	Break and meet the presenters, union reps Travelers and Contract employees leave	
3:30 p.m. – 4:15 p.m.	QuickTalks	Legal Services 403.1107 Quality 403.2147 Customer Development 403.8687 Philanthropy 403.1524 Center for Healthy Living 403.7895
4:15 p.m. - 4:30 p.m.	Conclusion and final paperwork	Facilitator