

2013 NEO Schedule

January 14, 2013
February 11, 2013
March 11, 2013
April 8, 2013
May 6, 2013
June 3, 2013
July 15, 2013
August 12, 2013
September 9, 2013
October 7, 2013
November 4, 2013
December 2, 2013

NEO Day #1 – All Employees

12:00 –12:45 pm	Welcome, Announcements, Forms, and Refreshments
12:45 – 1:00 pm	Police Service Overview: Facility Map and Codes
1:00-1:15 pm	GEMS Overview
1:15- 2:15 pm	Fit Testing and Employee Health TB Skin Test
2:15-2:30 pm	Break
2:30-3:45 pm	Environment of Care
3:45- 4:15 pm	Entrance Security
4:15 – 4:30 pm	Afternoon Wrap-up with Evaluations

**Contact Education Specialist Candice Jordan 918-577-3021 With Questions
Pertaining to New Employee Orientation.**

**Basic Training – Welcome to the VA!
Day 2 – All Employees**

8:00 – 8:45 am	Body Mechanics and First Responder Training
8:45 – 9:45 am	Education Service: HPDM and Leadership Opportunities
09:45-10:00 am	Break
10:00– 11:30 am	Building and Parking Lot Tours:
11:30-12:00	Labor Management
12:00– 12:30 pm	AFGE <ul style="list-style-type: none">• Pizza and Beverages Provided by AFGE
12:30 – 1:00pm	Lunch Break or AFGE extended Presentation:
1:00 – 1:30 pm	Customer Service (Patient Advocate)
1:30 – 2:00 pm	Social Work Services: <ul style="list-style-type: none">• Recognition & Protection of Patients from Abuse/Neglect• Employee Assistance Program (EAP)
2:00 – 2:45 pm	Infection Control (all staff) <ul style="list-style-type: none">• TB, Influenza, Isolation, Blood Borne Pathogens
2:45 – 3:00 pm	Break
3:00 – 3:45	Patient Safety Manager (all staff) <ul style="list-style-type: none">• Adverse Events and Incident Reports• Quality and Performance Improvement• Freedom to Report to Joint Commission and VAIG
3:45 – 4:30pm	Quadrad Remarks and Graduation <ul style="list-style-type: none">• Mission, Vision, and Values and Graduation

NEO Day #3 TMS and Computer Training

8:00 – 8:15 a.m.	Welcome and Refreshments
8:15 – 9:45 am	Computer Training (hands on instruction)
09:45- 10:00 am	Break

HAVE TB SKIN TEST READ

Complete TMS Requirements:

This can be done prior to New Employee Orientation. Contact Training Specialist Debra Lyons at 918-577-3610 for details.

1. VA Privacy and Information Security Awareness and Rules of Behavior TMS # 10176

You only have 90 days to complete this training from your start date.

VA Privacy and Information Security Awareness and Rules of Behavior comprises both annual information security and annual general privacy training.

2. Privacy and HIPAA Training - FY 2012, VA TMS Item #: 10203

***REQUIRED OF:** Those who **have access to Protected Health Information (PHI) for Administrative and Clinical purposes**, (For example, MCCF, Release of Information, HR, Health Information Management (HIMS), Information Resource Management, front office staff, providers, therapists, Social Workers, Clinic or Ward Clerks, Nurses, Dieticians, contractors, volunteers, etc.)

***EXEMPTIONS FROM REQUIREMENT:** Those who **do not have access to Protected Health Information** (For example, groundskeepers, housekeeping aides, Canteen service, Library, Medical media, telephone operators, food service workers, some contractors, volunteers who do not have access to PHI, etc.)

3. A Tradition of Service DVD VA TMS Item #: 3201

A VA Orientation to Federal Service and the Constitution (CDN)

4. 2009/2010 Mandatory OGC Ethics

Take On TMS: 2009/2010 Mandatory OGC Ethics – VA 7505

5. Equal Employment Opportunity (EEO)

Prevention of Workplace Harassment / No Fear VA TMS offering: 8872

6. VHA Compliance and Business Integrity (CBI) Awareness

TMSTraining : #7318

NEO Day # 4 – Clinical Emphasis Day

8:00 – 9:00am Infection Control Clinical Breakout

9:15-10:30 am CPRS Overview and Patient Record Flags

Helpful TMS Course: CPRS Tab by Tab *VA # 8512

This web-based training module covers the basic aspects of using the VA Computerized Patient Record System (CPRS). Learners will experience each tab of the CPRS and how they may customize settings to make more efficient use of the system.

Audience: VHA users of the Electronic Health Record (CPRS), including Clinicians, nurses and other allied health providers.

10:30-10:45 am VERA Overview

10:45 – 11:00 am Break

11:00- 11:45 Clinical Breakout of Patient Safety

NEO Concludes at this time.

11:45-12:15pm Lunch

Recommended Training which must be completed within 90 days of your Entry Date will follow NEO Today!

12:30 – 4:30pm Prevention & Management of Disruptive Behavior

Break will be given at the discretion of the presenter.

Point of Contact for PMDB training Mr. Heath Wells 918-577-4033