

New Employee Orientation (NEO) Agenda: Tour of Duty, 8:00am – 4:30pm
Day One NEO Schedule



Monday

	Time	Topic	Location	Presenter
Welcome	8:00-8:15	Welcome New Employees! <ul style="list-style-type: none"> Tour Guide Introductions NEO Folder 		Education and Workforce Development Team
	8:15-8:30	Executive Leadership Welcome <ul style="list-style-type: none"> Leadership Introductions and Organizational Overview (Pentad) 		Executive Leadership Team Kevin Amick Executive Director
	8:30-8:45	<ul style="list-style-type: none"> New Employee Networking 		NEO Attendee's
	8:45-12:00	Getting Started <ul style="list-style-type: none"> Swearing In Payroll and HR -Benefits <ul style="list-style-type: none"> Payroll Forms Benefits Question & Answers 	Break Included	HR Specialist
	12:00-12:45	Lunch		
	12:45-1:15	Mission, Vision, Values		Eric Mayhue ext. 14941
	1:15-2:00	Veteran Experience Office <ul style="list-style-type: none"> ICARE, Commit to Sit Customer Service Employee Experience 		Regina Eagle ext. 15009
	2:00-2:30	Peer Support Specialist		Dr. Shanyn Aysta, ext. 14190 Anthony Thompson ext. 31410 Sheila Guy ext. 12589
	2:30-2:45	Break		
	2:45-3:00	Vet Centers		Lance Nelson (704) 549-8025
	3:00-3:30	Veteran Experience <ul style="list-style-type: none"> Psychological Safety Video: 15 Things Veterans Want you to Know 		Education and Workforce Development Team
	3:30-3:45	Break		
	3:45-4:15	Unconscious Bias		Education and Workforce Development Team
	4:15-4:30	Wrap-up		

New Employee Orientation (NEO) Agenda |

Day Two NEO Schedule

Tuesday



	Time	Topic	Location	Presenter
Meeting Veterans Needs	8:00-8:30	Integrity and Compliance <ul style="list-style-type: none"> Integrity & Compliance Awareness Training 		Jennifer Ukpabi ext. 14440
	8:30-9:00	Women's Health Services <ul style="list-style-type: none"> Women's Veteran Program LGBTQ 		Penny Greer-Link ext. 14949
	9:00-9:15	Library Service <ul style="list-style-type: none"> Patient Services Employee Services 		Mary Cullop ext. 13404
	9:15-9:45	Veteran Spiritual Needs <ul style="list-style-type: none"> Chaplain Services 		Chaplain Jason Riggs ext. 14506
	9:45-10:00	Break		
	10:00-11:00	Veteran Safety <ul style="list-style-type: none"> Suicide Prevention Recognizing and responding 		Randelle Webster ext. 13609
	11:00-11:15	Veteran Experience <ul style="list-style-type: none"> Military Sexual Trauma 		Dr. Amy Smith ext. 14230
	11:15-11:45	Telehealth Services		Telehealth Team Ext. 37824
	11:45-12:00	Center for Development & Civic Engagement Services		Les Eason ext. 13906
	12:00-12:30	AFGE Local Presentation		
Experience, Quality, Safety	12:30-1:00	Lunch		
	1:00-1:30	Records Management		Harvey Landy ext. 12502
	1:30-2:00	Privacy Awareness		India Little, ext. 12071
	2:00-2:30	Office of Performance and Quality <ul style="list-style-type: none"> Patient Safety, JPSR 		Stacy Dobbs ext. 14859 Kim Phillips ext. 13709 Carolyn Park ext. 13712
	2:30-2:45	Break		
	2:45-3:15	Safe Patient Handling and Mobility <ul style="list-style-type: none"> Safely Lift our Veteran 		Tammylia Nichols ext. 12062
	3:15-3:45	Veteran and Employee Safety <ul style="list-style-type: none"> Emergency Response System Resuscitation Quality Improvement <ul style="list-style-type: none"> ALS/BLS Programs 		Gina Reed ext. 14282 Eric Mayhue 14941
	3:45-4:15	Military2VA Case Management Program (M2VA)		Tim Nason, ext. 15502

Updated: 04/23/24 MOE

**New Employee Orientation (NEO) Agenda |
Day Three NEO Schedule**

Wednesday



Meeting Veterans and Your Needs

Time	Topic	Location	Presenter
8:00-8:15	Disruptive Behavior Reporting System		Kathryn (Katie) Johnson ext. 21095
8:15-9:00	Whole Health		Dr. Christina Vair ext. 21219
9:00-9:30	Occupational Health • Teammate Health		Dr. Afia Asare ext. 12693
9:30-9:45	Break		
9:45-10:15	HR Benefits f/u		HR Team
10:15-10:45	Employee Expansion		Education Team
10:45-11:30	Keeping our Environment Safe • Utilities/Energy Management • HAZCOM/Resp. Protection • Emergency - Fire & Safety		Brad Pearson ext. 13230 Kyle Baker ext. 15235
11:30-12:00	VA Time & Attendance System (VATAS)- • Time and Attendance		Patricia Campbell ext. 12385 & Robin Masingo ext. 14223
12:00-12:30	Lunch		
12:30-1:00	Employee Travel • Overview of Travel Request Portal		Eric Duling ext. 12368
1:00-1:30	VA Privacy and Information Security Awareness and Rules of Behavior		Henry Foutner, ext. 14849 Olamba "Pierre" Djondo, ext. 14899
1:30-2:00	Employee Benefit • Workman's Compensation		April Vargas-Bell 629-999-1521
2:00-2:15	Break		
2:15-3:00	Equal Employment Opportunity (EEO) • Prevention of Workplace Harassment • Discrimination Complaints		Shaprit Reed ext. 13794
3:00-3:45	Systems Redesign & Improvement • Lean White Belt Training		Systems Redesign Team ext. 1689
3:45-4:00	Locksmith • Key distribution		Donald Thompson Joseph Hellard ext. 12248
4:00-4:30	Wrap UP • TMS Day Week 2 • PMDB on Thursday		

**New Employee Orientation (NEO) Agenda |
Day Four NEO Schedule**

Thursday



	Time	Topic	Location
Employee Services & Safety	8:00-8:15	Veteran Canteen Service	Randall Stone ext. 12110 Mary Epperley ext. 12113
	8:15-8:30	VA Employee Association	Ashley Toliver ext. 11221
	8:30-9:15	Police Service <ul style="list-style-type: none"> Keeping you safe and at the right speed Parking 	Police Service ext. 16333 Emergency 4911
	9:15-9:30	Break	
	09:30-10:00	Fleet Management	Maurice Black, ext. 13343
	10:00-10:30	Infection Control <ul style="list-style-type: none"> Everyone's Business Bloodborne Pathogens 	Christopher Carman ext.13328 Roselyn Patterson ext. 12639
	10:30-11:00	Antimicrobial Stewardship Right Antibiotic at the Right Time	Dr. Bailey Guest ext. 13563 Dr. Galina Wang
	11:00-11:30	Occupational Health Follow Up	Dr. Afia Asare ext. 12693
	11:30-12:30	Lunch	
	12:30-16:30	Prevention and Management of Distributive Behavior (PMDB)	PMDB Instructor Team

**New Employee Orientation (NEO) Agenda |
Day Five NEO Schedule Friday**



	Time	Topic	Location	
Employee Services	8:00-12:30	Veteran Experience Office: Tour of Duty		Regina Eagle ext. 15009 TOD Instructor Team
	12:30-1:30	Lunch		
	1:30-2:30	Veterans Administration 101		Education Workforce & Development Team
	2:45-3:00	Break		
	3:00-3:45	Facility Tour	Salisbury VHA	Education Workforce & Development Team

New Employee Orientation (NEO) Agenda:



Week 2

Day Six Monday

	Time	Topic	Location	
Teammates	Tour of Duty	Service Level Orientation	Your Specific Duty Location	

Providers, PA's & NP's

	Time	Topic	Location	
Providers	Tour of Duty	Virtual Training: Has recently changed to week 3: You will receive an email with meeting invite for the Computerized Documentations System	Your Specific Duty Location	*Week 2 Day six and seven will be service level orientation*

RN, LPN, CNAs

	Time	Topic	Location	
RN, LPN, CNAs	Tour of Duty	New Employee Orientation for Nurses	Building 42 2 nd Floor Room 2A103	

Day Seven Tuesday

	Time	Topic	Location	
Teammates	Tour of Duty	Service Level Orientation	Your Specific Duty Location	

RN, LPN, CNAs

	Time	Topic	Location	

RN, LPN, CNAs	Tour of Duty	New Employee Orientation for Nurses	Building 42 2 nd Floor Room 2A103
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New Employee Orientation (NEO) Agenda |

Week 2



Day Eight Wednesday

Everyone Attends

	Time	Topic	Location	Presenter
Teammate Training	8:30-9:00	Talent Management System (TMS) Navigation/Login <ul style="list-style-type: none"> • Will received email/calendar invite from Presenter. 	Virtual via MS Teams	Talent Management System Coordinator Shayla Means Ext x13736
	9:00-9:45	Office of Information Technology <ul style="list-style-type: none"> • VA Computer Essentials • How to submit your IT Ticket • VISTA CPRS Access 	Virtual via MS Teams	OIT Team Help Desk ext. 14830
	9:45-10:00	Break Time		
	10:00-12:00	High Reliability Organization Training	Virtual via MS Teams	Office of Performance and Quality
	12:00-12:30	Lunch Time		
	12:30-16:30	<ul style="list-style-type: none"> • TMS- all employees complete pertinent TMS Modules 		TMS Learning at Service Level

	Time	Topic	Location
RN, LPN, CNAs	12:30-16:30	New Employee Orientation for Nurses CPRS Training	Virtual via MS Teams

New Employee Orientation (NEO) Agenda:

Week 2



Day Nine Thursday

	Time	Topic	Location
Teammates	Tour of Duty	TMS Learning at Service Level and Service Level Orientation	Your Specific Duty Location

Providers

	Time	Topic	Location
Providers		Provider Schedule	

RN, LPN, CNAs

	Time	Topic	Location
RN, LPN, CNAs	Tour of Duty	Simulation Day	B42 BB111

New Employee Orientation (NEO) Agenda:

Week 2



Day Ten Friday

Providers

	Time	Topic	Location	
Providers	Tour of Duty	Provider Schedule <ul style="list-style-type: none"> • Will received email/calendar invite from Presenter. 	Virtual	

	Time	Topic	Location	
RN, LPN, CNAS	Tour of Duty	TMS Completion Day on Unit	Your Specific Duty Location	TMS Learning at Service Level