

**Patient Safety Assistant** ORIENTATION SCHEDULE (as of July 2009)

**WEEK #1**

Monday	Tuesday	Wednesday	Thursday	Friday
<p>8:00am – 4:30pm  <b>Hospital-wide Orientation</b>                      (Alumni House Room 114                      1016 East Clay Street)</p> <p>(Please bring your Infection Control and Safety Test on Tuesday)</p>	<p>8:00am – 12:00pm  <b>Hospital-wide Orientation</b>                      (Alumni House Room 114                      1016 East Clay Street)</p> <p>12:00pm – 12:30pm                      LUNCH</p> <p>12:30 – 4:30 p.m.</p> <ul style="list-style-type: none"> <li>• If Benefited employee: <b>Hospital- wide orientation</b></li> <li>• If hourly employee: Supplemental Staffing Dept. (West Hospital, 5<sup>th</sup> floor, East Wing)</li> </ul>	<p>8:00am – 12:30pm  <b>Supplemental Staffing</b>                      (West Hospital 5th Floor East Wing.)                      Intake paper work</p> <p>12:30pm – 1:00pm                      LUNCH</p> <p>1:00pm – 3:30pm  <b>EPD – (Children’s Pavilion, 2<sup>nd</sup> floor, # 2015)</b>                      Communication/ Verbal De-Escalation</p>	<p>8:00pm – 12:00pm  <b>EPD – (Children’s Pavilion, 2<sup>nd</sup> floor, # 2015)</b>                      Welcome to the Dept/Code Response</p> <p>12:00pm – 12:30pm                      LUNCH</p> <p>1:00pm –4:30pm  <b>EPD- (Children’s Pavilion, 2<sup>nd</sup> floor, # 2015)</b>                      CPR                      Mask Fitting</p>	<p>8:00am – Needed  <b>Supplemental Staffing</b>                      Intake paper work</p>

**WEEK #2**

Monday	Tuesday	Wednesday	Thursday	Friday
<p><b>Supplemental Staffing</b>                      Assignment on nursing unit with unit based mentor</p>	<p><b>Supplemental Staffing</b>                      Assignment on nursing unit with unit based mentor</p>	<p><b>Supplemental Staffing</b>                      Assignment on nursing unit with unit based mentor</p>	<p><b>Supplemental Staffing</b>                      Assignment on nursing unit with unit based mentor</p>	<p><b>Supplemental Staffing</b>                      Assignment on nursing unit with unit based mentor</p>

If there are any questions regarding the Nursing and Patient Care Services Orientation, please contact Thelma S. Johnson, RN by phone (628-0024) or by e-mail [tjohnso5@mcvh-vcu.edu](mailto:tjohnso5@mcvh-vcu.edu).  
 EPD = Department of Education and Professional Development – Located in the Children’s Pavilion @ 1001 E. Marshall Street

**Schedule Subject to Change**