

**Virginia Commonwealth University Health System  
Department of Education and Professional Development**

**Clinical Orientation**

***New Unit Secretary/NMSA* Orientation Schedule**

**WEEK #1**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
0800 – 1630 VCUHS New Employee Orientation	0800 – 1200 VCUHS New Employee Orientation (continued)  1200 – 1230 LUNCH  1230 – 1630 Benefited Employees <i>(Non-benefited employees, go to your assigned clinical area.)</i>	0700 – 0900 Assigned Clinical Unit  0900 – 1530 EPD – The Children’s Pavilion second floor (Check board for assigned room)	0700 – 1530 Assigned Clinical Unit	0800 – 1630 EPD -The Children’s Pavilion (Check board for assigned room)

**WEEK #2**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Assigned Clinical Unit	Assigned Clinical Unit	Assigned Clinical Unit	Assigned Clinical Unit	Assigned Clinical Unit

\*Cerner training for the Clinical Information System (CIS) is scheduled and completed through the on-line learning system. Unit Secretary and Nurse Manager Support Assistant Orientation must include an observation in Bed Management once unit orientation is completed. This orientation usually requires approximately one – two hours of time and must be scheduled through Wandalyn Feltner or Cathy Magruder. Please email either Cathy or Wanda to schedule this part of orientation.

If there are any Questions regarding the Unit Secretary/NMSA Orientation, please contact Susan Burger, RN, 628-0025 or email: [sburger@mcvh-vcu.edu](mailto:sburger@mcvh-vcu.edu).

***Schedule Subject to Change***