

Greetings!

I am Vicky Umstead, Training Coordinator with Human Resources. I would like to officially welcome you to VCU Health System. This is an exciting time to join VCUHS, as we are continually embarking upon innovative medical advances and award winning workforce development initiatives.

All new and returning employees (if separated more than 1 year) are required to attend New Employee Orientation. Orientation is held at the VCU/MCV Alumni House located at the corner of 11th and Clay Streets. If you are in a full-time or part-time position and will be receiving benefits, you will attend orientation Monday and Tuesday. Orientation will begin promptly at 8:00 am and will conclude at approximately 4:30 pm. If you are in a non-benefited position, you will attend orientation Monday and the morning of Tuesday (8:00 am to 12:00 pm).

Dress Code

Orientation is considered a workday and compliance with the dress code is required. Appropriate dress is *business casual*. A walking tour of the campus may be provided so please wear comfortable clothing and shoes. Please remember that jeans (including denim skirts and denim dresses), exercise attire, facial piercings, visible tattoos (must be covered), t-shirts, shorts, flip-flops, sheer clothing, excessively tight or short clothing, etc. are not considered appropriate for the health system environment. Failure to comply with the dress code may result in rescheduling your orientation.

Agenda

Orientation will consist of various presentations from subject matter experts throughout the health system including Patient Safety, Information Security, VCU Police, Corporate Compliance, Infection Control, Language Services and Environmental Health and Safety.

Lunch

There is a scheduled break for lunch. Beverages and light snacks are provided; however, lunch is on your own. Our main hospital has a cafeteria featuring a wide selection of food. In addition, there are many popular food carts located on our campus. You are also welcome to bring your lunch.

Parking

For your first day of orientation, be sure to park in the Patient & Visitors' Deck. Please bring your ticket with you to orientation so it can be validated. Because the deck is reserved for our patients and visitors, we are unable to validate parking after the first day of orientation.

Please note: We will not be able to validate or refund parking if you valet park or park in a deck/lot other than the Patient and Visitors' deck.

For more information, please visit www.bsv.vcu.edu/vcupark. Shuttle services are also available to our parking lots/decks and we are accessible by local public transportation (GRTC), www.ridegrtc.com/.

Employee badges

All new employees will receive an ID badge that must be worn at all times during work hours and within VCUHS buildings. For more information regarding the benefits and requirements of the VCU Card, please visit the following link, www.vcucard.com/health_systems.jsp.

Please note: If you are a recent graduate of VCU or recently separated from VCUHS, you will need to turn in your previous ID badge. If you are changing positions or moving from a part-time to full-time status, you will need to turn in your current ID badge. If you are a VCU student and are working at VCUHS part-time, you will keep your student ID and obtain a VCUHS ID badge to be worn while you are working.

Work Schedule

Please contact your manager prior to orientation to determine your work schedule. If you do not know how to contact your manager, your recruiter can help.

Accommodations

If there is anything we can do prior to or during orientation to ensure a positive experience, please do not hesitate to contact your recruiter.

I look forward to meeting you at orientation!

Vicky Umstead

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Training Coordinator
VCUHS Human Resources