



VA Illiana Health Care System

New Employee Orientation

Welcome!

Report to: Building 102, Room 111C at 7:30 a.m.

If late or unable to attend please call 217-554-5600 and leave a message or contact the classroom directly during training hours at 217-554-3159.

Parking: Please park in lots labeled for *Employees*. VA Illiana does not issue parking passes/stickers.

The VA provides the following Sigma courses that promote helpful habits in the work environment. You will learn to deliver near-perfect products and services, reduce waste, and improve process flow and speed. If you would like to attend these classes please contact Ryan Lane TMS Administrator at his extension 45207.

TMS Course #1279357 “Six Sigma and Lean in the Organization”

TMS Course #1279362 “Basics of Six Sigma Projects and Teams”

TMS Course #1279381 “Lean and Six Sigma”

TMS Course #1279380 “Introduction to Sigma”

****If available, please bring a copy of your Health Care Provider CPR certification for our files. Training will be assigned for completion at a later date, for those that need CPR certification and have not yet attended or are expired.**

****Transfers: Please be sure that you file your ticket with the National Help Desk as soon as possible to start the transfer of you information from your current facility to VA Illiana.**

Please respect others by keeping cell phones on vibrate during these sessions. Thank you!

Monday

Time	Topic	Location	Presenter/Phone Ext
7:30 - 8:15	Intro, Records Management, & I CARE Introduction to VA 101	B-102/111C	Brittany Auter (45600)
8:15-8:30	Canteen	B-102/111C	Michelle Kolpacki (45763)
8:30-9:00	Suicide Prevention	B-102/111C	Natalie Long (45138)
9:00-9:30	Executive Management Team	B-102/101B	QUAD
9:30-9:45	Break		
9:45-10:20	Payroll	B-102/111C	Pam Hale (45918)
10:20-12:15	Admin In Processing	B-102/111C	Human Resources (45965)
12:15-12:45	Lunch		
12:45-1:15	Patient Safety	B-102/111C	Geri Young (45412)
1:15-2:00	TB TESTING / PIV	B-102/111C	Occupational Health (43161)
2:00-2:10	Lean Concepts Video	B-102/111C	Brittany Auter (45600)
2:10-2:20	Break		
2:20-3:10	HIPAA / Info Security	B-102/111C	Matt Hester (43134)
3:10-4:00	EEO / Sexual Harassment / Whistleblower	B-102/111C	Latisha Bell (44573)

Tuesday

Time	Topic	Location	Presenter/Phone Ext
7:30 – 8:15	Safety/GEMS & Emergency Preparedness	B-102/111C	Safety Section (45870) Jill Anderson (44592)
8:15-8:30	HPDP/ PACT	B-102/111C	Stephanie Holt (45939) Misty Hillard (44582)
8:30-8:55	Infection Control	B-102/111C	Stephanie Green (43243)
8:55-9:10	Mental Health Recovery	B-102/111C	Damian Foley (43233)
9:10-9:40	Pick Up Computer Codes	B-104/123C	Damone Spann (46163)
9:45-10:00	Group Photo	B-125/108	Medical Media (45611/12)
10:00-11:00	Computer Orientation	B-125/111A	Judy Walag (45571)
11:00-12:00	Talent Management System (TMS)	B-125/111A	Ryan Lane (45207)
12:00-12:30	Lunch		
12:30-4:00	CBOC Employees – TMS Modules	B-125/111A	Self-Paced
12:30-4:00	CPRS Training	B-125/111A	Steve Collins (44357)
12:30-4:00	NSO Training	B101-5/163D	Gina George (44306)

Wednesday

Time	Topic	Location	Presenter/Phone Ext
7:30 –8:00	American Federation of Government Employees (AFGE/Union)	B-102/111C	AFGE Rep (45879)
8:00-12:00	Prevention & Mgmt of Disruptive Behavior II	B-102/111C	PMDB Instructors (43229)
12:00-12:30	Lunch		
12:30-1:15	Police	B-102/111C	Police (45141/45146)
1:15-1:30	Patent Advocate	B-102/111C	Jessica Crockett (43136)
1:30-4:00	NSO Training	B101-5/163D	Gina George (44306)
1:30-3:00	Encounter/Coding	B-125/111A	Grace Wilson (44371) Judith Miller (45152)

Thursday

Time	Topic	Location	Presenter/Phone Ext
8:00-12:00	Supervisor Orientation	B-102/111C	Latisha Bell (44573) Human Resources (44547)

All Staff Attend Training Sessions in BLACK

CBOC: Cole, Colon, Mitchell, Testa

CPRS: Ambroso, Cole, Colon, Horne, Kummerer, Mitchell, Testa, VanTress, Westlake

Encounter/Coding: Cole, Colon, Mitchell, Testa

NSO: Koontz

Supervisor Training: N/A

**All members not listed for a specialized training session, please report to your service. **