



# 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.**

**<sup>T</sup> 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**

<b>Time</b>	<b>Topic</b>	<b>Location</b>	<b>Presenter/Phone Ext</b>
7:30 - 8:30	Intro, Records Management, & I CARE	Building 102 Room 111C	Brittany Auter (Extension 45600)
8:30-9:00	Canteen	Building 102 Room 111C	Michelle Kolpacki (Extension 45763)
9:00-9:30	Executive Management Team / Swear In	Building 102 Room 111C	QUAD
9:30-9:45	Break	Building 102 Room 111C	
9:45-10:15	Payroll	Building 102 Room 111C	Teresa Miles (Extension 45920)
10:15-11:30	Admin In Processing	Building 102 Room 111C	Human Resources (Extension 45965)
11:30-12:00	American Federation of Government Employees (AFGE/Union)	Building 102 Room 111C	AFGE Rep (Extension 45879)
12:00-12:30	Lunch	Building 102 Room 111C	
12:30-1:00	Patient Safety	Building 102 Room 111C	Geri Young (Extension 45412)
1:00-1:45	TB TESTING / OSHA Fit Testing / PIV	Building 102 Room 111C	Employee Health (Extension 43161) Dan Kraybill (Extension 45870)
1:45-2:00	Break	Building 102 Room 111C	
2:00-2:50	HIPAA / Info Security	Building 102 Room 111C	Matt Hester (Extension 43134)
2:50-3:40	EEO / Sexual Harassment / Whistleblower	Building 102 Room 111C	Latisha Bell (Extension 44573)
3:40-4:00	Wrap-Up / Questions	Building 102 Room 111C	Brittany Auter (Extension 45600)

**Tuesday**

<b>Time</b>	<b>Topic</b>	<b>Location</b>	<b>Presenter/Phone Ext</b>
7:30 – 8:15	Safety/GEMS & Emergency Preparedness	Building 102 Room 111C	Safety Section (Extension 45870) / Jill Anderson (Extension 44592)
8:15-8:30	HPDP/ PACT	Building 102 Room 111C	Stephanie Holt (Extension 45939) / Misty Hillard (Extension 44582)
8:30-8:55	Infection Control	Building 102 Room 111C	Jami Dove (Extension 44804/49819)
8:55-9:15	Mental Health Recovery	Building 102 Room 111C	Damian Foley (Extension 43233)
9:15-9:45	Suicide Prevention	Building 102 Room 111C	Natalie Long (Extension 45138)
9:45-10:00	Break	Building 102 Room 111C	
10:00-10:30	No One Dies Alone / Final Salute	Building 102 Room 111C	Kari Drollinger (Extension 45880)
10:30-11:30	Police	Building 102 Room 111C	Police (Extension 45141/45146)
11:30-12:00	Meet w/ Supervisor or Representative	Building 102 Room 111C	
12:00-12:30	Lunch	Building 102 Room 111C	
12:30-4:00	VA 101	Building 102 Room 111C	VA 101 Ambassador (Extension 45207)

**Wednesday**

<b>Time</b>	<b>Topic</b>	<b>Location</b>	<b>Presenter/Phone Ext</b>
7:30 –8:00	Introduction to Lean Concepts	Building 102 Room 111C	
8:00-11:00	Prevention & Mgmt of Disruptive Behavior II	Building 102 Room 111C	PMDB Instructors (Extension 43229)
11:00-11:20	Patent Advocate	Building 102 Room 111C	Jessica Crockett (Extension 43136)
11:20-11:40	Computer Codes	Building 102 Room 111C	Damone Spann (Extension 46163)
11:40-12:00	Group Photo	Building 125 Room 108	Medical Media (Extension 45611)
12:00-12:30	Lunch		
12:30-1:30	Computer Orientation	Building 125 Room 111A	Judy Walag (Extension 45571)
1:30-2:30	Talent Management System (TMS)	Building 125 Room 111A	Ryan Lane (Extension 45207)
2:30-3:30	Facility Scavenger Hunt / Tour		Brittany Auter (Extension 45600)
3:30-4:00	Wrap-Up / Evaluations	Building 102 Room 111C	Brittany Auter (Extension 45600)

**Thursday (Specialty Training)**

<b>Time</b>	<b>Topic</b>	<b>Location</b>	<b>Presenter/Phone Ext</b>
7:30-4:00	NSO Training	Building 101-5 Room 163D	Gina George (Extension 44306) / Christina Myers (Extension 45017)
7:30-11:00	CPRS Training	Building 125 Room 111A	Steve Collins (44357)
11:00-12:30	Encounter/Coding	Building 125 Room 111A	Grace Wilson (Extension 44371) / Judith Miller (Extension 45152)
12:30-1:00	Lunch		
1:00-4:00	Scheduling Training	Building 125 Room 111A	Rebecca Phelps (Extension 43282)