

New Employee Orientation Agenda
Continental breakfast is provided on Day 1

<u>Day 1</u>	8:00 – 8:30	Check-in, ID Photos
	8:30 – 8:45	Welcome/Overview of NEO
	8:45 – 9:25	Administrative Guest Speaker/MGH Overview
	9:25 – 9:35	Social Determinants of Health
	9:35 – 9:45	MGH Compliance
	9:45 – 10:45	HIPAA: Privacy and Security
	10:45 – 10:55	Break
	10:55 – 11:25	Police and Security/Parking and Commuter Services
	11:25 – 11:55	HR Policies and Procedures
	11:55 – 12:40	<i>Lunch</i>
	12:40 – 1:00	MGH General Safety
	1:00 – 1:30	Infection Control
	1:30 – 1:45	Emergency Management
	<i>**Employees working per diem or fewer than 20 hours have completed Day 1**</i>	
	1:45 – 2:00	Employee Services
	2:00 – 3:45	Benefits Overview/Questions and Answers
	3:45 – 4:00	Wrap-up Day 1, Review Day 2
	4:00 – 4:30	New Hire Paperwork/Questions and Answers

<u>Day 2</u>	8:30	Welcome
	8:40 – 10:45	Our Credo in Action: Connections in Care
	10:45 – 10:55	Employee Assistance Program
	10:55 – 11:05	Blood Donor Center
	11:05 – 11:15	Final Reminders/Wrap-up Day 2
	11:15 – 1:00	Benefits Wrap-up/Paperwork Wrap-up/PeopleSoft sign-on (Computer Labs)

This concludes the hospital-wide New Employee Orientation requirement for all employees. Please contact your supervisor for direction regarding additional required training within your department.

Revised: 8/15/16