



Date: 4/23/2020

Attn: Penn Medicine Leadership and Manager Teams

From: Penn Medicine Professional Development PMPH

Topic: **May Onboarding Programs: Nursing & NA/PCT Hires**

Nursing, Human Resources and Penn Chart collaborating in preparing for our COVID-19 Nursing Orientation.

Overall Program Updates

- New Employee Orientation is virtual via a 4-hour program
- Penn Chart classes are in-person abbreviated format
- Nursing / NA/PCT Orientation at PMPH is a 2-day in-person program

Notes

- Onboarding activities such as badging, PennKey set up and I9 forms done by clinical talent acquisition are occurring virtually
- ID Badges: are being picked up by Professional Development Specialist on Day 1 of orientation and distributed to new hires.
- Employees will have the opportunity to get their unit schedule on Day 1 of Nursing Orientation.
- For questions related to the schedule below, please contact Larissa Morgan, Nursing Orientation Committee chair via email wendy.luca@pennteam.upenn.edu

Nursing Orientation Programs			
Course	Date/Time	Location	Notes/ Program Contact
New Employee Orientation: RN,PCT,NA	Monday May 4 th 8:30am-12:30pm	Virtual	

Nursing (RN,NA,PCT) Orientation at PMPH	Tuesday 5/5 & Wednesday 5/6 8:00am-4:30pm	Day 1 and Day 2 in- person Nursing Orientation	
NA/PCT Orientation at PMPH	Thursday 5/7 8:00am-12:00pm	Day 3 in-person Nursing(NA/PCT) Orientation	
Penn Chart Training:			
NA/PCT staff	Wednesday May 6th 1:00pm-5:00pm	IT Training Room	
RN-Medical/Surgical	Thursday May 7th 8:30am-4:30pm	IT Training Room	
RN-Maternal Child	Friday May 8th 8:30am-4:30pm	IT Training Room	
RN-Emergency Room	Friday May 8th 8:30am-4:30pm	Library Training Room	
RN Surgical Services	No Penn Chart Training- Check KL		
RN Behavioral Health	Thursday May 7th Penn Chart Education Behavioral Health IP RN- BlueJeans Webinar		
Ambulatory/ Outpatient	Thursday May 7 th Penn Chart Education Ambulatory RN- BlueJeans Webinar		