

## Orientation Overview & Maps

Following is an overview of orientation, the process for accessing the self-paced modules and maps which help you find your onsite registration location, Personal Protective Equipment (PPE) Training/Fit Testing, and BLS Training (if assigned).

### **IMPORTANT PLEASE READ THIS FIRST:**

- Your full individual schedule was e-mailed to you on June 29 by [Kelly.M.Rose@hitchcock.org](mailto:Kelly.M.Rose@hitchcock.org). Please reach out if you did not receive your schedule.
- **Prior to Monday, view all five donning and doffing videos**, located on the [Onboarding & Orientation website](#) under the Orientation section.
- WebEx invitations for live virtual sessions will be sent to your D-H Outlook e-mail. Please access your D-H e-mail on Monday and accept all invitations.

## Orientation Elements

- **Required Onsite, In Person Sessions:** You will participate in onsite, in person sessions, next week which you are required to attend: Registration, PPE/Fit Testing, and BLS (if assigned). **Your personal schedule, which you received on June 29, details the dates and times you will attend these sessions.**
  - **Please arrive at the beginning of your Registration session**, as you will complete the following tasks during this time: taking your badge photo (unless it was submitted in advance), completing HR paperwork, learning how to sign onto the D-H network remotely, and picking up your DEA number.
- **Required Live Virtual Sessions:** You will also participate in live virtual sessions, which you are required to attend: Benefits and eD-H training (Parts I and II). **Your personal schedule, which you received on June 29, details the dates and times you will attend these sessions.** A WebEx invite will be sent to your D-H e-mail for your assigned sessions. Please accept the invitations to add them to your Outlook calendar.
- **Self-Paced Modules:** During the remainder of your week you will complete self-paced orientation modules via the internet using your personal device and MedHub. Directions for how to access the Self-Paced Modules were included in the e-mail with your individual schedule and can be found on the copy of your schedule located in your orientation folder.
  - Note: Please contact [gme.office@hitchcock.org](mailto:gme.office@hitchcock.org) if you do not have a personal computer/tablet/mobile device, are unable to access internet from home or have trouble accessing modules.

## Reminders

- **Personal Documentation** – Please bring the required **MANDATORY** orientation documents noted below to registration. During that time, you will be greeted by members of the GME and Human Resources teams to complete additional onboarding paperwork. If you do not bring the required documents your start date may be delayed. **Please ensure that your documents are originals and not expired.**

<b>Mandatory For All</b>
1. 2021 W-4 Form *
2. Proof of Identity and US Employment Eligibility Form (I-9) *
3. Two forms of identification (Passport, Driver's License, Social Security Card or Permanent Resident Card)
<b>Additional Documents - Foreign Nationals Only</b>
1. 2021 W-4 for Non-Resident Aliens (this is <u>in addition</u> to the 2021 W-4 Form) *
2. Foreign National Form *
3. Current non-US passport (expired passports will not be accepted)
4. Form I-94 or Form 1-94A
5. Form DS-2019 (J Visa Holders only)

\*Indicates item is located in MedHub Application Portal

- **D-H Network Login Credentials** – Please bring your D-H network **username and password** with you to registration. These are the credentials you created and used to complete your e-Learning modules in Halogen.
- **PPE & Fit Testing** – Due to PPE requirements, **faces must be clean-shaven**. If you have facial hair, please shave the morning of your PPE & Fit Testing session.
  - If you have a religious, medical or other reason why your face cannot be clean shaven in time for your assigned PPE session, please reach out to directly to [gme.office@hitchcock.org](mailto:gme.office@hitchcock.org) in advance so that we can address.
- **Benefits Presentation** – Please view the Benefits Presentation on the [Onboarding & Orientation website](#) prior to attending the Benefits Q&A session during orientation. There is also a Benefits FAQ to help answer common questions. **There will not be a full overview of benefits during the Q&A Session**; instead, the live Q&A session is an opportunity to ask specific questions about your benefits.

## Questions?

We know you will have questions next week and we are here to help!

- **Onsite, In Person Sessions:** When you are on-site, there will be GME staff available to assist you nearby to your training location.
- **Live Virtual Sessions:** During live virtual sessions there will be GME staff available on the WebEx with you.
- **Other times:** During the rest of the week, please reach out to us via email: [gme.office@hitchcock.org](mailto:gme.office@hitchcock.org) or call 603-650-5748

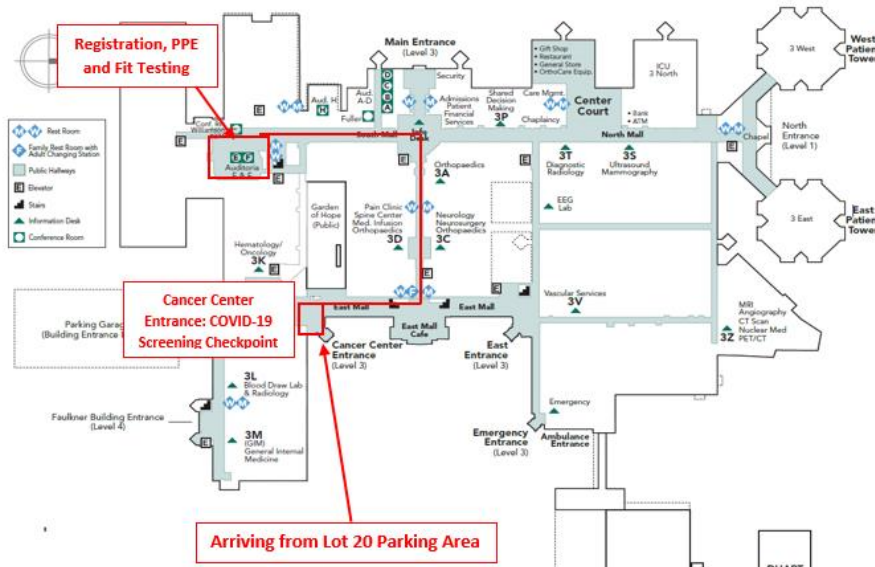
## Parking Map

Please park in Lot 20 for orientation. Please note, the shuttle does not run during the summer months so you will need to walk. Follow the walking path to the Cancer Center Entrance. If you need a shuttle, you can call the number for Security (located on the shelters) and request a pick-up. A parking map can be found on the [Onboarding & Orientation website](#).

## Campus Map & Directions

### Registration, PPE & Fit Testing Directions

After parking in Lot 20, proceed to the Cancer Center Entrance to be screened (you will enter on Level 3, the same level for the Auditoria). Turn right, take first hallway on left. When you get to the rotunda, take the hallway to left and follow signs for Auditoria E & F. Arrows will be placed on the walls, directing you to GME orientation on Monday, July 12.



### BLS Directions:

After parking in Lot 20, proceed to the Cancer Center Entrance to be screened then follow the directions below to find your way to the Patient Safety Training Center on Level 2.

From the Cancer Center Entrance and COVID Screening Area: You will see ahead of you and to your left a wide staircase (and beyond an elevator). Walk or take the elevator down one floor to Level 2.

- From the stairs: Exit the stairwell and follow the hallway ahead and to the left. The Patient Safety Training Center is ahead at the end of the hallway.  
Form the elevator: Walk straight ahead. The Patient Safety Training Center is located at the end of the hallway.

We are looking forward to meeting all of you in a few short days!

As always, please reach out to our GME Orientation Staff with any questions at [gme.office@hitchcock.org](mailto:gme.office@hitchcock.org) or via our virtual office hours!

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