

General Orientation normally takes place the 2nd and 4th Tuesday, of each month from 10:00 am – 6:30 pm. Come to the front entrance and let the receptionist know when you arrive. You may dress in comfortable casual street clothing and are welcome to bring bottled water with you to the training room. We will have 2-3 shorter breaks during our time together and you may bring something along to eat, purchase small snacks from the vending machine located in our employee break room or you may leave the facility during your ½ hour lunch break.

Brief outline of the day....

1. Initial paper work
 - a. Have identification including a valid social security card and your driver's license OR a passport
 - b. Bring along a voided check to submit to payroll for direct deposit, unless you choose not to participate
2. Review
 - a. Employee handbook
 - b. Departmental introductions
3. Instruction
 - a. OSHA & Minnesota Dept. of Health information
 - b. Facility wide policies and procedures
4. Other
 - a. Q & A
 - b. Short tour of the facility
 - c. 1st step of a 2 step TB skin test
 - d. Make arrangements for department orientation – bring your planner/calendar

Questions?? Connect with Staff Development or your Department Manager.

Mary Anne Enns, RN

Staff Development

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