



New Employee Profile

Welcome to "Uteam"! We are very excited to have you join our team and would like to learn more about you. Upon completion of this profile, the document will be electronically routed to your manager. The information you provide will help us better serve you in your new role. Please feel free to skip



PART 1 GENERAL INFORMATION

Full legal name and name you prefer to be called

[Redacted]

Place you refer to as "home"

Spotsylvania, Virginia

If relocating, from where?

What type of books, movies and music do you enjoy?

I enjoy watching Law and Order: SVU! I like to read mystery genre books and recipe books as well. My music taste varies anywhere from country music to rock!

What are your favorite foods, drinks and treats?

My favorite drink is Diet Coke Zero. I like to snack on fruit, veggies and granola - I [try] to be healthy!



In what ways do you like to be rewarded for a job well done?

~~In what ways do you like to be rewarded for a job well done?~~

Check all that apply

- Publicly: In group settings
- Privately: One-on-one
- With food or drink (i.e., sodas, candy, etc.)
- With small gifts (i.e., key chains, coffee mugs, etc.)
- Personalized notes from manager or co-workers
- With challenging, rewarding assignments
- Other

Share the important relationships in your life (i.e., family, friends, pets, etc.)

My family and friends are very important to me. I keep in contact with them on a daily basis and rely on them for support!

What are your hobbies/interests?

I love to run! I just finished my first marathon in the Spring and can't wait to train for another one. Additionally, I love hiking, eating, and working on crafts!

What activities do you like to do outside of work (theater, outdoors, etc.)?

Outside of work, I prefer to be outside running or driving home to see my family and friends.



PART 2. INFORMATION SHARED ONLY WITH YOUR MANAGER

What are you looking forward to in your new role at UVAMC?

I am looking forward to learning the new role as an OR RN. I feel like its a great fit for me and can't wait to see what it has to offer. I was very encouraged when I found out that the staff was relatively young and many of the staff members had leadership positions within the operating room. I hope to have a leadership role and I feel confident that the operating room here at the UVA Medical Center will encourage and support me as I learn and grow.

What are you most concerned about? How can we help?

I am most concerned about tackling and understanding the OR policies and guidelines. OR nursing is slightly different from med-surge nursing and I am concerned that I won't be proficient enough in OR nursing.

What is one unique skill/talent/experience that you bring to UVAMC?

I have worked at the UVAMC before and also attended UVA Nursing for my undergraduate education, so I am very familiar with this hospital. I am confident in knowing where my resources are if I need support. Also, I feel like I have the personality that directly caters to the operating room nurse: I am direct, assertive and upbeat. I am ready to take on any challenge.

What are your career goals?

Within five years, I hope to be finishing or pursuing a graduate degree in nursing. I hope to focus on nursing management and would like to have a leadership role within the operating room. I wish to work directly with health care professionals to increase patient satisfaction and decrease negative outcomes within the hospital while still maintaining my OR skills. Ultimately, I would love to be apart of the team that made UVAMC a nationally recognized magnet hospital and operate in a leading operating room. I am excited for the future!



Thank you for sharing your information with us.
We look forward to working with you!

What motivates you to do your best work?

I motivate myself to do my best work.

What barriers to success have you encountered in the past?

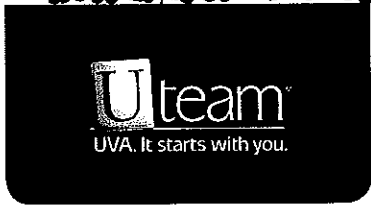
Some barriers I have encountered in the past that have delayed my success are: lack of time, miscommunication, and discouraging attitudes. I learned time management and how to adapt from these barriers.

If you are new to Charlottesville, is there any information about the community you would like to know?

Is there anything about the organization/department that you would like more information about?

So far, all of my questions have been answered.

Any additional comments or questions?



New Employee Meetings Guide

Week 1 / Week 2

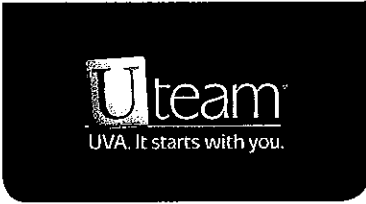
Week 1 / Week 2 Checklist ✓

- ☑ Meet the new employee at New Employee Orientation for lunch
- ☑ Schedule the first new employee meeting within the employee's first two weeks (utilize Week 1 / Week 2 meeting form)
- ☑ Introduce the new employee to their Buddy and explain how the program works
- ☑ Review the Welcome Resources with the employee *epacket: orientation*
- ☑ Discuss the employee's job description
- ☑ Discuss the Orientation Competency Assessment Evaluation (O:\HSHRJOB_CLASSES\OCAE). Must be completed within the employee's probationary period *skills need to be signed off during clinical.*
- ☑ Review safety/security policies & procedures *Red book*
 - Unit Red Book; *train accident, need people.*
 - Emergency preparedness and response guide
 - Area-specific plan
 - Exposure control plan
 - Chemical inventory
 - Security plan (if applicable)

For more information, visit the Emergency Management Website:
www.healthsystem.virginia.edu/pub/emergency-preparedness/intranet

- ☑ Conduct the Welcome Event for the new employee *wednesday meeting*
 - ☑ Tour immediate work area and departments related to the employee's work. Use templates found within the Welcome Resources Toolkit
 - ☑ Review Time & Labor procedures for your department. Ensure the employee's orientation hours were appropriately clocked *clock in/clock out*
 - ☑ Review lunch/break policies, dress code guidelines, and phone usage/paging/voicemail *Emergency - call front desk*
 - ☑ Explain use of email, shared drives, etc. *30 minute lunch*
15 minute break
so we give 45 minute lunch breaks.
- o Drive - OR admin*
** c Drive - My Documents*

month. 3 month 10 month year



Just managers/educators to email

- Review area/unit/dept. specific policies & procedures (e.g., scheduling, attendance, PTO, etc.)
- Remind the employee how to schedule a class/CBL via the LMS (eProcurement, PeopleSoft, Hyperion, etc.) *go to preceptor classes Enrollment.*
- Allow time for the employee to complete the mandatory new hire modules in the LMS. Confirm completion at the end of two weeks
- Review dept./unit specific equipment, forms & documentation

Other

Other



Week 1 / Week 2
New Employee Meeting



~~ACTION ITEMS~~

respect, Integrity, stewardship, Excellent

- Discuss the Medical Center Expectations document with the employee. For this meeting, focus specifically on the R.I.S.E. values and the behaviors associated with them
- Make sure the employee has met his/her Buddy
- Review the New Employee Profile sent to you prior to the employee's arrival. This will give you the opportunity to learn more about the new employee and follow up on important information
- Recognize any contributions that have been made by the employee
- Discuss the importance of wearing the New Employee ID Badge Holder



QUESTIONS

So far, how does this job compare to what you thought it would be? Any surprises?

I thought this job would be intense learning in the beginning of the orientation and I am finding that this job has intense learning the majority of the time, not just in the beginning.

What have you noticed that our Department/Organization does really well?

I noticed that the OR does a great job having weekly meetings that the whole staff attends. The meetings are engaging and teach important information to the staff.



What was done at your previous organization (if applicable) that you would like to see implemented here?

[Empty text box for previous organization implementation]

Is there anything that I can do to improve your experience?

I have enjoyed having a nurse educator teaching the new OR RNs because it makes me feel like I am receiving up to date information.

Other

So far, I am very happy with the classroom learning experience. I am excited for the future!

Document any pertinent information in Performance Notes (PeopleSoft - ePerformance)