Welcome to the Baptist Health Family.

Baptist Health

Instructions for Your New Employee Orientation, Online Education Requirements and Entity Welcome

We're happy you're here! As part of your onboarding journey we're excited to invite you to our VIRTUAL New Employee Orientation, hosted LIVE by our Learning and Development team. Join us to learn why Baptist Health is a great place to work and what our organization has in place to support you, your family and the goals you set moving forward. You will get to know about our company's history, mission and values, as well as how we care about you as a whole person. Sharing Baptist Health's commitment to employee development, engagement, diversity and inclusion are just some of the reasons we know you'll thrive here.

Follow the instructions in this document for a great onboarding experience!

✓ **Step 1**
Attend Our New Employee Orientation

✓ **Step 2**
Complete Required Online Training

✓ **Step 3**
Complete Clinical Training (If applicable)

✓ **Step 4**
Register and Attend Your Entity's Welcome Session

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Step 1
Attend Our New Employee Orientation

Our New Employee Orientation (NEO) is a **3-hour virtual event** hosted Mondays from 9 a.m. to 12 p.m. by our Learning and Development team, through Zoom. Follow the instructions on the right to register.

It is a regulatory requirement that this must be completed no earlier than your start date, and no later than your 30th day of employment.

Applies To All New Employees
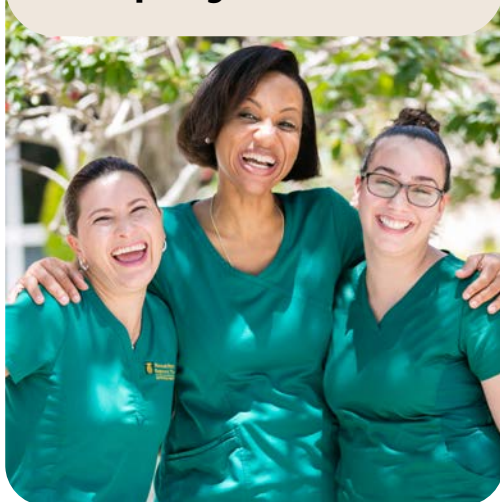
Instructions:

1. Click **here** to register for your New Employee Orientation (NEO) session.

2. When on the registration site, select a specific date to attend your NEO. It's best to choose a date that is as close to your start date as possible, but not before. It must also be before your 30th day of employment.

3. If you are not familiar with using Zoom to register and attend virtual events, click **here** to learn more about Zoom.

4. You will need your Employee ID to register so we can record your attendance after completion. You can find your employee ID in one of the first emails you received after you accepted your offer. The email also included other information such as your email address. To help you search for it, the subject of the email was: "Welcome to Baptist Health South Florida."

5. If you need to change the date you will attend your NEO, you can return to the same registration page and register for a new date.

6. To prepare for the day of your NEO session, discuss with your leader (in advance) where the best place would be for you to attend the session. A couple of options include:

   - Your leader might arrange for a computer and quiet space within the department where you can attend. If so, it will be a good idea to bring headphones.

   - Or your leader may suggest you complete the session from home or another remote location.

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Step 2
Complete Required Online Training

All new employees have a minimum of seven online courses that must be completed. Depending on your role, you may have more to complete. All courses that you are required to complete have already been automatically assigned to you.

> It is a regulatory requirement that this must be completed no earlier than your start date, and no later than your 30th day of employment.

Follow the instructions on the right to access these courses on our learning platform called Baptist Health University (BHU).

Applies To All New Employees

Instructions:

1. Click **here** to access Baptist Health University (BHU). It will take you directly to your "My Learning" page. BHU is within PeopleSoft, so you will need to use the same login and password you have been using for PeopleSoft to complete other new hire activities.

2. The seven courses all employee must complete are listed below. Be sure you complete these **_after_** your start date, and **_before_** your 30th day of employment.

   - ✓ NEO Corporate Compliance v2
   - ✓ NEO Employee Handbook v2
   - ✓ NEO Environment of Care v2
   - ✓ NEO HIPAA Privacy and Security v2
   - ✓ NEO Infection Prevention and Control v2
   - ✓ NEO Patient Experience and Performance Excellence v2
   - ✓ NEO Risk Management and Patient Safety v2

3. Complete any other courses listed on your My Learning page, as they have been automatically assigned to you based on your specific role.

   - Your leader may suggest you complete your online courses from home or another location.
   - For a list of all courses related to any specific assigned EHR Training for your entity/role, click here.

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Step 3
Complete RN Clinical Training

All new hospital-based Registered Nurses have a minimum of online courses that must be completed during the first week of employment. Depending on your unit, you will have more to complete. All courses that you are required to complete are located in Baptist Health University (BHU) in PeopleSoft.

> It is a regulatory requirement that this must be completed no later than your first week of employment.

This Applies To New Hospital-Based Registered Nurses Only

Instructions:

1. Click **here** to access Baptist Health University (BHU). It will take you directly to your "My Learning" page. BHU is within PeopleSoft, so you will need to use the same login and password you have been using for PeopleSoft to complete other new hire activities.

2. The courses all Hospital-Based Registered Nurses must complete are listed below. Be sure you complete these **after** your start date, and **before** your second week of employment.

   ✓ Nursing Orientation Online

   ✓ Abuse or Neglect –Child, Vulnerable Adult, Sexual

   ✓ Anticoagulation Therapy: Keeping Patients Safe

   ✓ Blood Transfusion Safety

   ✓ Safe Patient Handling Overview for New Employees

3. Complete any other courses listed on your My Learning page, as they have been automatically assigned to you based on your specific role.

   • Your leader may suggest you complete your online courses from home or another location.

   • For a list of all courses related to any specific assigned EHR Training for your entity/role, click **here**.

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Step 3
Complete Clinical Partner / ED Tech Clinical Training

All new hospital-based Clinical Partners & Emergency Techs have a minimum of online courses that must be completed during the first week of employment. Depending on your unit, you will have more to complete. All courses that you are required to complete are located in Baptist Health University (BHU) in PeopleSoft.

> It is a regulatory requirement that this must be completed no later than your first week of employment.

This Applies To New Hospital-Based Clinical Partners, ED Techs and Nurse Interns Only

Instructions:

1. Click **here** to access Baptist Health University (BHU). It will take you directly to your "My Learning" page. BHU is within PeopleSoft, so you will need to use the same login and password you have been using for PeopleSoft to complete other new hire activities.

2. The courses all Clinical Partners & Emergency Techs must complete are listed below. Be sure you complete these **after** your start date, and **before** your second week of employment.

   ✓ Clinical Partner & Emergency Tech Orientation Online

   ✓ Abuse or Neglect –Child, Vulnerable Adult, Sexual

   ✓ Safe Patient Handling Overview for New Employees

3. Complete any other courses listed on your My Learning page, as they have been automatically assigned to you based on your specific role.

   • Your leader may suggest you complete your online courses from home or another location.

   • For a list of all courses related to any specific assigned EHR Training for your entity/role, click **here**.

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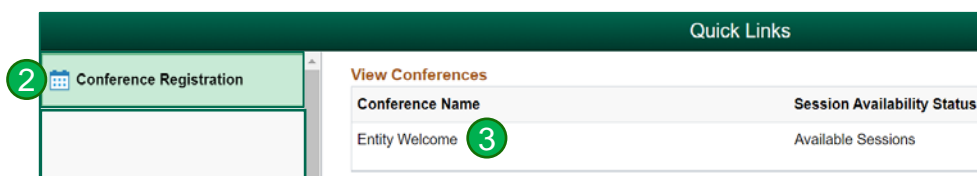
Step 4
Attend Your Entity's Welcome Session

Although our New Employee Orientation is your welcome to the overall organization, the Entity Welcome is a chance to get to know your specific entity (location/division you will be working for). You will have the opportunity to learn about your entity and meet some of its executives and other recently hired employees.

> Select the soonest Entity Welcome session that occurs after you attend New Employee Orientation.
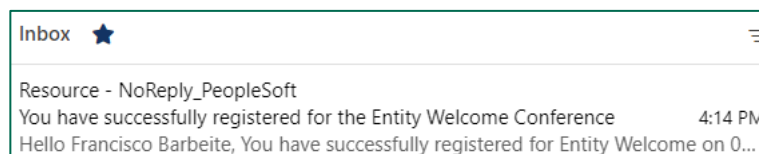
Applies To All New Employees

Instructions:

1. Click **here** to go to the Quick Links section of PeopleSoft.

2. After logging in, click on **Conference Registration** from the left-hand list of links.

3. On the right, click on Entity Welcome.

	Quick Links	
② 🗓 Conference Registration	**View Conferences**	
	Conference Name	**Session Availability Status**
	Entity Welcome ③	Available Sessions

4. On the next page, scroll through the available dates with available seats and click **Enroll**, then click **OK** in the pop-up window to confirm your selection.

Session ID	Session Location			Session Date & Time	Available Seats	Enroll/Drop
1	Facility	Live Online 🏛		08/09/2023	500	📝 ④
	Room Name	Zoom		9:00AM - 12:00PM		
	Floor	1				

5. After clicking OK, you will immediately receive an automated email to your Baptist Health email address confirming your registration.

Inbox ⭐	☰
Resource - NoReply_PeopleSoft	
You have successfully registered for the Entity Welcome Conference	4:14 PM
Hello Francisco Barbeite, You have successfully registered for Entity Welcome on 0...	

6. Within a few days, your entity's HR Site team will send you an email and calendar invite with further details. If you register to attend a live online session via Zoom, your HR Site team will include the link you need to join the Zoom session.