*Sample*- ORIENTATION Schedule

Monday: **Pembroke**

9:00am-9:20am Welcome, St. Francis Mission & Values

9:20am-9:40am Life at Cushing- our folks

9:40am-10:00am Code of Conduct, Ethics, Goals, Philosophy, Best Practice

Organizational chart, Adult Services overview

10:00am-10:15am BREAK

10:15am-11:30am Hire Letter, Job Description, Policy Manual

 Work Place Violence, Sexual Harassment, Diversity

11:30am-12:00pm Payroll, Benefits

12:00pm-1:00pm LUNCH (on own)

1:00pm-1:30pm Overview of Student Services

1:30pm-2:30pm Professional Standards Boundaries, Confidentiality

2:30pm-3:00pm Relias

Tuesday: **Student Services- Pembroke**

9:00am-10:00am Emergency Procedures, Fire Safety, Transportation

10:00am-10:30am Clinical, Trauma, Bullying

10:30am-11:30am Abuse and Neglect, Mandated Reporting, DCF,

Civil Rights, IEP process, Student Records

11:30am-12:30pm Therap, Neutral Writing

12:30pm-1:00pm LUNCH (on own)

1:00pm-3:00pm Med Administration, Side Effects, Seizures, Epi-Pen

3:00pm-3:15pm BREAK

3:15pm-4:30pm PBIS

4:30pm-5:00pm Behavior Support Procedures, Runaway policy

Tuesday: **Adult Services** -**Hanover**

9:00am-9:45am Valued Roles, Human Rights

9:45am-10:30am Abuse and Neglect, Mandated Reporting, DPPC,

10:30am-10:45am BREAK

10:45am-12:00pm Therap, Neutral Writing

12:00pm-12:45pm LUNCH (on own)

12:45pm-1:15pm Pathways to Friendship

1:15pm-2:00pm PBS

2:00pm-2:15pm BREAK

2:15pm-3:30pm Blood Borne Pathogens, Universal Precautions

3:30pm-5:00pm Water Safety, 509, OTC, Natural Disasters,

Fire Safety, Transportation

Wednesday: **Pembroke**

9:00am-11:30am First Aid

11:30pm-12:30pm LUNCH (on own)

12:30pm-3:00pm CPR, AED

Thursday: **Pembroke**

9:00am-12:00pm Safety-Care

12:00pm-12:30pm LUNCH (on own)

12:30pm-5:00pm Safety-Care

Friday: **Pembroke**

9:00am-12:00pm Safety-Care

12:00pm-12:30pm LUNCH (on own)

12:30pm-5:00pm Safety-Care