

*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