Welcome to Saint Francis Hospital and Medical Center and Mount Sinai Rehabilitation Hospital. Your classroom orientation will continue in the Nursing Education Department. This education is mandatory. You will not be able to report to the floor without it. You will find the details below:

Location & Time:
• Center for Nursing Education & Practice Innovation (CNEPI) 2nd floor (directions to CNEPI Building are listed below on Page 2)
• Classes start at 07:30am

Contact:
• If you are going to be late, absent, or have any questions -- please call the Nursing Education Department at (860) 714-5109. You can leave a message.

Parking:
• Shuttle Lot: 1700 Asylum Avenue, West Hartford, CT 06117 (GPS Coordinates: 1356 Trout Brook, West Hartford, CT 06117)
• The Shuttle Lot is approximately 2-miles from the main hospital, please plan accordingly to arrive on-time.

Dress:
• Business casual
• Bring sweater/ light jacket as temperatures fluctuate

Lunch/ Breaks:
• You may bring your lunch, snacks, bottled water, etc.
• A refrigerator and microwave are available for your use

Please bring earbuds or headphones to class every day for computer lessons.
• Registered Nurses / LPNs
Please report to Center for Nursing Education & Practice Innovation (CNEPI) 2nd floor at 7:30am on Tuesday (the day after the initial Monday Hospital Orientation). You will have classes on Tuesday, Wednesday and Thursday from 7:30am to 4:30pm in The Nursing Education Department.

• CNA / Mental Health Worker/ ED Tech / Cardiac Tech / Endo Tech
Please report to Center for Nursing Education & Practice Innovation (CNEPI) 2nd floor at 7:30am on Tuesday (the day after the initial Monday Hospital Orientation). You will have classes on Tuesday and Wednesday from 7:30am to 4:30pm in The Nursing Education Department

• Student Nurse Intern
Please report to Center for Nursing Education & Practice Innovation (CNEPI) 2nd floor at 7:30am on Tuesday (the day after the initial Monday Hospital Orientation). You will have classes on Tuesday and Wednesday from 7:30am to 4:30pm in The Nursing Education Department

• Unit Secretaries
Please report to Center for Nursing Education & Practice Innovation (CNEPI) 2nd floor at 7:30am on Tuesday (the day after the initial Monday Hospital Orientation). You will have classes on Tuesday from 7:30am to 4:30pm and Wednesday 9:00 to 12:00pm in The Nursing Education Department

Directions to Center for Nursing Education & Practice Innovation (CNEPI) Building
• After you enter the main entrance of the hospital go to the Blue Elevators to the 2nd Floor
• Once off elevator go to hallway and take a right down long hallway (pass Green Elevators)
• End of hall bare to your left (follow signs for Orange Elevator)
• Follow hall until you come to the Orange Elevators
• Take Orange Elevators to 3rd Floor
• Take left off elevator
• Walk down hall over bridge
• End of hall take a left and you are in the CIPCI/CNEPI building for orientation

Any further questions please call Nursing Education Department 860-714-5109
UNIFORMS

For Inpatient Nurses, Certified Nursing Assistants, Techs and Unit Secretaries.

Welcome to Saint Francis Hospital and Medical Center!

As a new colleague, you must place your uniform order by Wednesday of this week. You can either:

• Visit the Hospital Gift Shop, as they will carry a limited supply of uniforms; or
• Order online through the Hospital Infonet or directly on Alexander’s Uniforms website at www.au-corp.com.

There are a variety of Cherokee and Grey’s Anatomy uniform styles available. The colors are royal blue registered nurses; sky blue licensed practical nurses; wine nursing assistants and mobility technicians; and white or lavender tops with black bottoms for unit secretaries. The uniforms will also feature an embroidered Trinity Health emblem.

It will take approximately two weeks for your uniforms to be delivered to the Hospital Gift Shop. You will pay at the time of pick-up and must show your driver’s license and hospital ID badge.