Welcome to Saint Mary’s Hospital, a proud partner of Trinity Health Of New England. As part of your orientation, you are required to attend clinical-based classroom education starting the day after you attend the online General Hospital Orientation. Details are on page 2.

**Important reminder:** If you haven’t e-mailed your business appropriate head shot to Security, please do this today. This is necessary for your ID badge needed to clock in. Email your picture and legal name to newhirebadging@trinityhealthofne.org.

**Parking, Classroom Location and Time:**
*NOTE:* Please give yourself a few extra minutes to find parking and the classrooms. The rooms will be opened at 7:50 AM and classes will begin at 8:00 AM sharp.
- On the first day, park in the lot across from the front entrance to the hospital or in the Visitors’ Parking Garage on Cole Street.
  - O’Brien Building - 8th Floor – Classrooms 2 (RNs) and 6 (all other roles)
    - Take the Visitor Elevators in the O’Brien building to the 8th floor
    - Follow posted “training” signs to the classrooms
    - Classes are from 8:00 AM – 4:30 PM

**Dress:**
- Scrubs or business casual *(See last page for uniform information)*
- Non-slip, closed, comfortable work shoes – walking will be involved during orientation

**Lunch / Breaks:**
- Feel free to bring lunch, snacks, beverages

**On Day 1, please bring:**
- Plug-in Headphones / earbuds for computer lessons
- Proof of any certifications you have. Examples: BLS-HCP, ACLS, and PALS if you have them. A picture of your card on your phone is acceptable
First 2 Weeks of Orientation Schedule

This education is mandatory. Immediately notify your hiring manager AND your orientation coordinator (see below) if you are unable to attend any part of the orientation.

Registered Nurses and LPNs (including Per Diem Nurses):
- The nursing orientation program begins the day after the online General Hospital Orientation. Classes are held on O’Brien 8, Classroom 2, 8:00 AM – 4:30 PM, Tuesday to Friday

- Graduate Nurse Residents will attend an initial 6-day orientation program beginning the day after the online General Hospital Orientation.

- For week 2, all nurses should be prepared to work full time, day shift, Mon-Fri, until you discuss your specific schedule with your unit Clinical Manager and Nursing Professional Development Specialist

PCAs, CNAs, PNA, ER Techs, Mental Health Workers, and Patient Observers:
- Report to Classroom Orientation in Classroom 6 on O’Brien-8 at 8:00 AM on Tuesday (the day after your virtual Monday General Hospital Orientation)

- You will have classes on Tuesday, Wednesday, and Thursday from 8:00 AM to 4:30 PM

- For week 2, be prepared to work full time, day shift, Mon-Fri, until you discuss your specific schedule with your unit Clinical Manager and Nursing Professional Development Specialist

We look forward to having you on our team!

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TEAM Uniforms

You do not need to shop at a specific store for uniforms and no specific brand of scrubs or logo needed.

➢ Scrub tops:
  ▪ Nurse: Royal Blue
  ▪ LPN: Ceil Blue
  ▪ CNA/PCA/PNA/ERT: Burgundy
  ▪ Mental Health Workers: Forest Green

➢ Scrub pants:
  ▪ All team members wear black scrub pants

➢ Scrub jackets (optional)
  ▪ Must match color of scrub top

➢ A white or black long sleeve T-shirt may be worn under scrub top (optional)

➢ 20% discount at CT Uniform, 567 Watertown Avenue for SMH employees. *Must have your hospital ID badge