



Welcome Letter for RNs, LPNs, PCAs, ER Techs, Mental Health Workers

Welcome to Saint Mary's Hospital! As part of your orientation, you are required to attend clinical-based classroom education starting the day after you attend the virtual General Hospital Orientation.

Please e-mail a business appropriate head shot to newhirebadging@trinityhealthofNE.org including your first and last name, job title and unit as soon as possible. Your head shot (shoulders up) is necessary for your ID badge needed to swipe in & out for hours worked and to open doors within the hospital.

Schedule / Parking / Classroom Location:

- Prepare to attend in-person classes on Tuesday, Wednesday, and Thursday of **Week 1**. Your manager or nurse educator will discuss your schedule for Friday and the following week with you on an individual basis.
 - **Classes run from 8:00 AM – 4:30 PM.**
 - The classrooms open at 7:50 AM. Please do not arrive prior to 7:50 AM.

On Day 1, please bring:

- Plug in headphones or earbuds for computer lessons.
- Proof of certifications you have (Example: BLS for Healthcare Providers). A picture of your card on your phone is acceptable. **(We accept American Red Cross or American Heart Association with in-person skills validations only).**

Lunch / Breaks:

- Feel free to bring lunch, snacks, and beverages (including your own bottled water)
- Cafeteria, vending machines, and Subway available

What to Wear:

- Scrubs or business casual
 - All roles wear black scrub pants
 - RNs in Royal Blue scrub top
 - LPNs in Ceil Blue scrub top
 - PCA and ER Techs in Burgundy scrub top
 - Non-slip, closed work shoes – walking will be involved during orientation
- *Bring a sweater or light jacket so you will be comfortable in various classrooms and conference rooms

**20% discount at *CT Uniform*, 567 Watertown Avenue
for SMH employees**

Reminders for Monday's online orientation done at home:

- Call the IT Help Desk for any log-in ID/PW or computer issues:
(203) 709-6379
- Call **HR4U** with any questions within [WorkDay](#): (877) 750-4748
- Contact Desiree Upson DUpon@trinityhealthofne.org with any problems within HealthStream courses.

We look forward to meeting you!

Raymond Desrochers, MSN, APRN, RN, AGCNS-BC, NPD-BC, CMSRN, CWCN
Nursing Professional Development Specialist
Orientation Program Coordinator
Center for Nursing Professional Practice and Innovation
Raymond.Desrochers@TrinityHealthOfNE.org
W 203-709-7044

Sally Silva MSN, RN, NPD-BC
Nursing Professional Development Specialist
Nurse Residency and Orientation Program Coordinator
Center for Nursing Professional Practice and Innovation
Ssilva@TrinityHealthOfNE.org
Cell: 203-206-8657 (**Text preferred, Mon-Fri, 8am-4:30pm**)