



Welcome to Mercy Medical Center! This information is intended for colleagues working in clinical areas including **RNs, LPNs, PCTs, Unit Secretaries, ED Techs, Patient Observers & Nursing Leadership.**

Our goal is to make the orientation process a successful & positive experience for all colleagues. In order to coordinate an efficient & supportive orientation, it is important to **communicate scheduling conflicts as soon as possible.** You may email Marissa.Chmiel@TrinityHealthOFNE.org with any questions or conflicts. This communication should occur prior to the colleague's start date. Please understand, these requests are not guaranteed & they will need to be approved by your manager.

Orientation Timeline

Your schedule will be provided during day 2 Nursing Orientation. There are scheduled class requirements for each position. Your availability will need to be flexible for the 1st two weeks of orientation.

Day	Subject	Schedule
Day 1 Monday	In-Person Orientation	Held at Saint Francis Hospital in Hartford, CT. Please refer to your clearance email for details.
Day 2 Tuesday	Nursing Orientation	8:00am-4:30pm
Day 3-14	Classes & Clinical	Classes may be Monday – Friday between 8:00am-4:30pm / Clinical schedule may be Sunday – Saturday & time of shift will vary depending on role
Day 14+	Clinical	Clinical schedule may be Sunday – Saturday & time of shift will vary depending on role

***Please wear scrubs to all orientation classes. There are no specific uniform colors for MMC.

You will receive a welcome email that will include orientation instructions and a map of the campus by Friday prior to starting. Be sure to check your email for important information. In the meantime, if you have any questions regarding orientation, please feel free to reach out to: Marissa.Chmiel@TrinityHealthofNE.org