



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 if you haven't already. 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.**
 - **EXCEPTION:** The nurses' computer class on Wednesday may start as early as **8:45 AM** and end as late as **7:00 PM**. Please plan accordingly.
- Classrooms open at 7:50am. Please do not arrive prior to 7:50am.

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 are 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 DUyson@trinityhealthofne.org with any problems within HealthStream courses.

We look forward to meeting you!

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