



# Welcome to VA Illiana Health Care System

## New Employee Orientation

**Report to: Building 102, Room 111C at 7:30 a.m.**

**Hours of Training: Mon & Tues 7:30 a.m. - 4:00 p.m., Thursday 7:30 a.m. - 12:00 p.m.**

**\*If late or unable to attend please call 217-554-5600, and leave a message or contact the classroom directly during training hours at 217-554-3159.**

**Parking: Please park in lots labeled for Employees! VA Illiana does not issue parking passes/stickers.**



VA Medical Center  
Map.pdf

**If available, please bring a copy of your CPR certification for our files.**

**Monday**

<b>Time</b>	<b>Topic</b>	<b>Location</b>	<b>Presenter/Phone Ext</b>
7:30 - 7:45	Introduction & Welcome	B-102/111C	Randi Kilkenny (45600)
7:45 - 8:15	American Federation of Government Employees	B-102/111C	AFGE Rep (45879)
8:15-8:45	HIPAA / Info Security	B-102/111C	Vonda Kuchenbrod (44943) Matt Hester (43134)
8:45-9:30	Executive Management Team	QUAD	QUAD
9:30-9:45	Break		
9:45-10:30	Suicide Prevention	B-102/111C	Nicole Gorman (43163)
10:30-10:45	Payroll	B-102/111C	Pam Hale (45918)
10:45-12:15	Admin In-Processing	B-102/111C	Human Resources (45958)
12:15-12:45	Lunch		
12:45-1:30	Infection Control	B-102/111C	Alissa Sandefer (44804)
1:30-2:00	TB Testing	B-102/111C	Occupational Health (43161)
2:00-2:15	Break		
2:15-3:00	Patient Safety	B-102/111C	Sandra Hart (45412)
3:00-4:00	EEO/ Sexual Harassment	B-102/111C	Latisha Bell (45723)

**Tuesday**

<b>Time</b>	<b>Topic</b>	<b>Location</b>	<b>Presenter/Phone Ext</b>
7:30 - 7:45	Patient Advocacy	B-102/111C	Glenda Hackman (45013)
7:45-8:15	Safety/GEMS	B-102/111C	Michael Sheltrown (45866)
8:15-8:30	HPDP/PACT	B-102/111C	Misty Hillard (44582)
8:30-10:15	Computer Training	B-125/111A	Judy Walag (45571)
10:15 - 10:30	Break		
10:30-12:00	Complete TMS	B-125/111A	Judy Walag (45571)
12:00-12:30	Lunch		
<b>12:30-3:00</b>	<b>CPRS Training</b>	<b>B-125/111A</b>	<b>Steve Collins (44357)</b>
3:00-4:00	Encounter / Coding Training	B-125/111a	Debbie Florey (45015)

Members attending CPRS: (will be listed here on 1<sup>st</sup> day of NEO)

\*\*For members not attending CPRS, please return to your service.

**Thursday**

<b>Time</b>	<b>Topic</b>	<b>Location</b>	<b>Presenter/Phone Ext</b>
7:30-12:00	Prevention & Management of Disruptive Behavior	B-102/111C	PMDB Instructors (43229)

12:00-4:00	Return to Service		
------------	-------------------	--	--