|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | |  | | Creating an  Orientation Schedule  HannaH Ponder [HPonder@yumaregional.org](mailto:HPonder@yumaregional.org) PURPOSE of Orientation: Provide new residents with the essential information, resources, and experiences necessary to transition smoothly into residency training program, and support a positive learning environment. | | **What’s Important to Include?** |  * **Introduction to Program Structure & Expectations** * Program Leadership can set the tone, and highlight important items * **Integration into Program** * Begin building connections between residents, and familiarizing them with program personnel * **Understanding Policies & Procedures** * Residency Handbook, HR Policies, etc. * Remember, Clear is Kind. Leave nothing in the grey. * **Code of Conduct & Professionalism** * Set detailed expectations for how your residents should navigate training and represent your program * **Introduction to Institutional Facilities & Resources** * Tours, scavenger hunts, maps, checklists, apps * **Clinical & Academic Preparedness** * Assessments, demonstrations, and 1:1 checkoffs * **IT & EMR Training** * Schedule training, and provide access to IT gurus for initial few weeks * **Establishing Engagement** * Create opportunities for them to interact with institution and community figures. * This will be their home for the next three years! |  | |  | | --- | | How To Implement Orientation Items*Welcoming Atmosphere & Meaningful Connections**Engaging Activities & Personalized Touches**Clear Communication & Practical* *Take-aways**Role Modeling & Showcasing Culture* | |  | | Administrative Planning  * Know your timeline * Create a checklist of required events, speakers, experiences * Communicate and schedule EARLY | |