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| Creating anOrientation ScheduleHannaH Ponder 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!
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| How To Implement Orientation Items*Welcoming Atmosphere & Meaningful Connections**Engaging Activities & Personalized Touches**Clear Communication & Practical* *Take-aways**Role Modeling & Showcasing Culture* |
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| Administrative Planning* Know your timeline
* Create a checklist of required events, speakers, experiences
* Communicate and schedule EARLY
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