

2008 Operations Associate (OA) Training Schedule

The Operations Associate Training Program consists of didactic and computer-based training as well as unit practice experiences. Classroom portion of training is mandatory.

- The training program consists of approximately 44-48 hours of classroom and computer instruction and 90-120 hours of unit practice (dependent on the orientee's abilities).
- All classes are held in Founders 334 unless otherwise specified.
 - **Directions: Through the main entrance, enter the main lobby and follow the long corridor past the Citizen and Bank of America ATMs. Continue forward and look for signs for Founders (Marked by a green F). Take a left, before you see Coffee Central, down the long corridor. Continue past the MGH Gift Shop (on right) and continue past the Chapel (on left). You will see Storrow Drive through the window in front of you. At that point take a left (you are now in Founders House). Continue forward several feet; take the elevator or stairs on your immediate left to the third floor, room 334.**
- Orientee's schedule for training on the patient care units is negotiated with the Operations Coordinator/Nurse Manager.
- The training schedule does not include NEO or DON orientation, which must be scheduled separately
- Provider Order Entry (POE), CBEDS and Patcom (patient look-up and printing) computer training are scheduled during classroom training. The trainer from the Norman Knight Nursing Center schedules classes. Both classes have limited seating. OB PCIAs receive Patcom training from the Admitting Department.

NOTE: Have your OA attend NEO and DON the week prior to classes noted below. It is very beneficial to participants to spend time on the unit prior to OA classroom training. This experience gives framework for the classroom training.

2008 Daytime Programs

Classroom 8:00am-4:30pm	On unit with preceptor	
1/14-18 & 1/22	7/14-7/18	3-6 weeks
2/4-2/8	8/11-8/15	3-6 weeks
3/3-3/7	9/15-9/19	3-6 weeks
4/14-4/18	10/14-10/17 & 10/23	3-6 weeks
6/16-6/20	12/8-12/12	3-6 weeks

2008 Evening Programs

New employees will spend some time on the unit during the 2-week training

6:00-10:30 PM	On unit with preceptor
2/19-2/22 & 2/25-2/29	3-6 weeks
5/12-5/16 & 5/19-5/23	3-6 weeks
9/22-9/26 & 9/29-10/3	3-6 weeks
11/10-11/14 & 11/17-11/21	3-6 weeks

NOTE: In some cases, the class may need to return to the classroom for material that was not covered during the 40 hours. The training program also requires 90-120 hours of unit time. Hours are negotiated with the Operations Coordinator and/or Nurse Manager.