

## Unit Service Associate (USA) Training

- All new employees must attend **New Employee Orientation (NEO)**. New employees and Environmental Service employees transferring to the USA role must also attend **Department of Nursing Orientation (DON)**. These are not part of the USA training program and are scheduled separately by Human Resources.
- New employees and Environmental Services employees transferring to the USA Role must attend the entire program, which consists of the **Patient Care Services and Environmental Services Class Room trainings followed by on-unit orientation.**
- Human Resources will schedule both class room training sessions with new employee
- On-unit orientation is scheduled by the operations coordinator.
- Class size is limited to 8.
- **Registration for weekend programs must be received at least one week prior to the start of the program. THIS IS CRITICAL! It is a collaboratively run program with Environmental Services and so we are counting on their resources as well as ours.**

### 2008 Schedule of Weekday Training Programs

<u>PCS Portion</u>	<u>E.S. Portion</u>
<ul style="list-style-type: none"> <li>• Held in Founders House 334/335</li> <li>• 8:00am-4: 30pm</li> </ul>	<ul style="list-style-type: none"> <li>• Held in Ruth Sleeper Hall 280</li> <li>• 8:00am-4: 30pm</li> </ul>
January 9	January 10, 11
February 13	February 14,15
March 12	March 13, 14
April 9	April 10, 11
May 7	May 8, 9
June 4	June 5, 6
July 9	July 10, 11
August 6	August 7, 8
September 10	September 11, 12
October 8	October 9, 10
November 5	November 6, 7
December 3	December 4, 5

**2008 Schedule of Weekend Training Programs**

<b><u>PCS Portion</u></b>	<b><u>ES Portion</u></b>
<ul style="list-style-type: none"> <li>• Held in Founders House 334/335</li> <li>• 8:30am-4: 30pm</li> </ul>	<ul style="list-style-type: none"> <li>• Held in Bartlett Hall Ext. 3 Burr Conference Room #2</li> <li>• 8:00am-4: 30pm</li> </ul>
January 5	January 12, 13
February 2	February 9, 10
March 1	March 8, 9
April 5	April 12, 13
May 3	May 10, 11
June 7	June 14, 15
July 19*	July 12, 13
August 2	August 9, 10
September 6	September 13, 14
October 4	October 11, 12
November 1	November 8, 9
December 6	December 13, 14

\*Note. For this class only, PCS portion is after ES portion due to July 4 weekend.

**PCS portion is Saturday only. It is up to Manager's discretion if employee should report to the unit on Sunday.**

<b><u>On-Unit Orientation</u></b>
<ul style="list-style-type: none"> <li>• A preceptor/coach (a current and experienced USA on the unit) should be assigned for on-unit training. If there is not an experienced USA available on your floor, the manager should negotiate with the manager of another unit to assign a coach.</li> <li>• The Operations Coordinator determines schedule and length of training in coordination with employee and preceptor.</li> </ul>

USA New Hire Checklist to be completed by hiring manager:

- Schedule/confirm employee for TB respirator fit testing, held on Fridays at noon in Founders 325. If weekend employees are unable to attend on Friday, arrangements can be made through the Safety Office at 6-2217.
- Ensure employee has ID badge prior to USA portion of training
- Arrange for uniform measurements (Bigelow 10 Nursing Support office) and obtain scrubs to wear while waiting for uniform. (Should be worn during training.)
- Assign a locker to employee.