



# Welcome to the VA St. Louis Health Care System

NEW EMPLOYEE ORIENTATION Jefferson Barracks Division First Day 8:00 am – 4:30 pm		
Time	Topic	Presenter / Phone Extension
8:00am - 9:15am	Welcome New Employees to Veterans Affairs – Building 24 - Auditorium	Randy Torralba (Office 5-7972) Bldg. 24 Auditorium (6-4871)
9:15am – 9:30am	<b>Break - Take Participants to Canteen</b>	
9:30am - 10:20am	<b>Module One</b> <ul style="list-style-type: none"> <li>Welcome</li> <li>Veteran Connections,</li> <li>ICARE core values</li> </ul>	Randy Torralba (Office 5-7972) Bldg. 24 Auditorium (6-4871)
10:20am - 10:30am	<b>Break</b>	
10:30am - 11:15am	<ul style="list-style-type: none"> <li>VA Privacy and Information Security Awareness and Rules of Behavior</li> <li>Records Management</li> </ul>	Charles Reese, ISO (6-6390) Rick Roberts, PO (6-6109) Jennifer Roberts RHIT (6-4071)
11:15am Arsenal Credit Union: optional presentation prior to lunch. You may stay for the presentation or depart for lunch.		
11:15am - 12:00pm	<b>Lunch</b>	<b>On your own</b>
12:00pm - 12:30pm	<b>Module Two</b> <ul style="list-style-type: none"> <li>VA Timeline</li> <li>Organizational structure</li> </ul>	Randy Torralba (Office 5-7972) Bldg. 24 Auditorium (6-4871)
12:35pm - 1:15pm	<b>Safety/ Emergency Management</b>	Roger Mueller (6-4104) Jeff Vaughn (6-3305)
1:15pm - 1:25pm	<b>Break</b>	
1:25pm - 2:00pm	Employee Health	Melissa Nixon (6-4262)
2:00pm - 2:30pm	<b>Module Three</b> <ul style="list-style-type: none"> <li>Best Care cards</li> <li>JB map activity</li> </ul>	Randy Torralba (Office 5-7972) Bldg. 24 Auditorium (6-4871)
2:30pm - 2:40pm	<b>Break</b>	
2:40pm - 3:45pm	Pay and Benefits (Human Resources) Course Evaluations	Al Armbruster (6-3620) Bldg. 24 Auditorium (6-4871)
3:45pm - 4:30pm	Escort to HR Offices	HR Assistant (6-6620)
<b>4:30 PM</b>	<b>Day One Complete</b>	

**NEW EMPLOYEE ORIENTATION**  
**John Cochran Division**  
**Second Day 8:00 am – 4:30 pm**

<b>Time</b>	<b>Topic</b>	<b>Presenter / Phone Extension</b>
8:00am	Meet at MAIN Entrance John Cochran	Randy Torralba (Office 289-7972)
8:00am - 9:00am	Welcome, Police & Parking Permits,	Nina Smith 5-6365 (Parking)
9:00am – 9:15am	<b>Break</b>	
9:15am - 9:50am	Suicide Prevention	Angela Cook (5-4879)
9:50am - 10:00am	<b>Break</b>	
10:00am – 10:15am	Chaplain Service	Philip Barker (5-4250)
10:15am - 10:30am	GEMS program	Henry Moglia (5-4731)
10:30am – 11:00am	Chemical Hazard Communication, Asbestos Awareness, Radiation Safety	Abbey Akinola (5-4733)
11:00am - 11:30am	AFGE (Union)	AFGE
11:30am - 12:15pm	<b>Lunch</b>	<b>On your own</b>
12:15pm - 12:40pm	Patient Safety	Tony Lantzer (5-7085)
12:40pm - 1:20pm	Infection Prevention	Quality Management (5-5600)
1:20pm - 1:30pm	<b>Break</b>	
1:30pm - 2:30pm	Performance Improvement	Quality Management (5-5600)
2:30pm - 2:40pm	<b>Break</b>	
2:40pm - 4:00pm	Prevention of Workplace Harassment/No Fear Act	Elizabeth Jenkins (5-6476)
4:00pm - 4:30pm	<b>Module Four</b> <ul style="list-style-type: none"> <li>• Thank you Video</li> <li>• Course Evaluations</li> </ul>	Randy Torralba (Office 5-7972)
<b>4:30pm</b>	<b>Day Two Complete</b>	

**NEW EMPLOYEE ORIENTATION**  
**John Cochran Division**  
**Third Day 8:30 am 11:00 am**

<b>Time</b>	<b>Topic</b>	<b>Presenter / Phone Extension</b>
8:30am - 11:00am	Computer Training (as applicable)	Ron Brown (5-3554) Building 2, Room 126
11:00am	Return to work center	
<b>11:00am</b>	<b>Day Three Complete</b>	

