

~ June 2013 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2 HHA HHB RM27 Chapel Other	3 <u>NEO Day 1</u> 8:00-9:00 Welcome 9:00-2:00 HR 2:00-3:00 Person Centered Philosophy 3:00-3:30 Principles of Recovery (Ms Pam teaching) 3:30-5:00 Intro to BH & DD 9:00-12:00 Student Nurses –CVCC (10)	4 <u>NEO Day 2</u> 8:00-8:30 Q&A 8:30-9:00 Individual Rights 9:00-10:30 Infection Prevention & Control 10:30-11:30 Confidentiality & HIPAA 11:30-12:00 Computer Security Awareness 1:00-3:00 Safety and EOC 3:00-5:00 NEO Incident Management	5 <u>NEO Day 3</u> 8:00-5:00 CPR/FA (NEO ONLY) 1:00-5:00 Nurses e-learning 8:00-5:00 Safety Care (L1&2) Recertification Training –	6 <u>NEO Day 4</u> 8:00-8:30 KRONOS 8:30-5:00 Safety Care Level 1- (Day 1) <u>PNS Annual:</u> Pro: 8:00-10:00 Pro: 10:00-12:00 End User: 1:00-3:00 End User: 3:00-5:00 3:00-4:00 Annual Incident	7 <u>NEO Day 5</u> 8:00-12:00 Safety Care Level 1 (Day 2) 1:00-5:00 Safety Care Level 2 1:00-5:00 E-Learning for HK/FS/FP 8:00-5:00 CPR/First Aid (Recert classes)	8
9 HHA HHB RM27 Chapel Other	10 <u>NEO Day 6</u> 8:00-12:00 Safety Care Level 2 (Day 3) 1:00-5:00 MERS	11 <u>NEO Day 7</u> 8:00-10:00 How to Interact with Individuals 10:00-10:30 LEPSI 10:30-2:00 Observation 2:00-5:00 Seclusion/Restraint <u>Seizure Annual:</u> 7:30-9:30 9:30-11:30 12:30-2:30 2:30-4:30	12 <u>NEO Day 8</u> 8:00-9:00 Intro to PSR 9:00-10:00 TIP 10:00-12:00 Seizure Management 1:00-3:00 Doc Principles 3:00-4:00 Doc Practice (HSTs) 3:00-5:00 E-Learning (Nurses/SSPs/AT) 4:00-5:00 E-Learning (HSTs) 1:30 –Dr G: Mentors meeting (19)	13 8:00-9:30 Annual Incident –HH-A <u>NEO Day 9</u> 8:00-12:00 PNS Professional 8:00-12:00 HST Orientation 8:00-10:00 EMR Training for AT 10:00-12:00 E-learning for AT 11:30-1:00 Grand Rounds 1:00-5:00 PNS End User 1:00-5:00 Nursing Orientation 1:00-3:00 EMR Training for SSPs 3:00-5:00 E-learning for SSPs	14 <u>NEO Day 10</u> 8:00-5:00 Nursing Orientation 8:00-9:30 Contraband (HSTs) 9:30-12:00 E-learning (HSTs) 1:00-2:00 EMR Training for HSTs 2:00-5:00 E-learning for HSTs	15

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
16 HHA HHB RM27 Chapel Other	17 <u>NEO Day 11</u> 8:00-3:00 EMR Training for Nurses 3:00-4:30 Contraband (Nurses) 4:30-5:00 Wrap up for Nurses <u>NEO Day 1</u> 8:00-9:00 Welcome 9:00-2:00 HR 2:00-3:00 Person Centered Philosophy 3:00-3:30 Principles of Recovery 3:30-5:00 Intro to BH & DD 2:00-3:00 Annual Incident	18 <u>NEO Day 2</u> 8:00-8:30 Q&A 8:30-9:00 Individual Rights 9:00-10:30 Infection Prevention & Control 10:30-11:30 Confidentiality & HIPAA 11:30-12:00 Computer Security Awareness 1:00-3:00 Safety and EOC 3:00-5:00 NEO Incident Management 8:00-5:00 PBS Training Day 1	19 <u>NEO Day 3</u> 8:00-5:00 CPR/FA (NEO ONLY) 1:00-5:00 Nurses e- learning 8:00-5:00 PBS Training Day 2	20 <u>NEO Day 4</u> 8:00-8:30 KRONOS 8:30-5:00 Safety Care Level 1- (Day 1) 8:00-5:00 Safety Care (L1&2) Recertification Training <u>Infection Prevention & Control:</u> 7:30-9:00 9:00-10:30 10:30-12:00 1:00-2:30 2:30-4:00	21 <u>NEO Day 5</u> 8:00-12:00 Safety Care Level 1 (Day 2) 8:00-5:00 CPR/First Aid (Recert classes) 1:00-5:00 Safety Care Level 2 1:00-5:00 E-Learning for HK/FS/FP	22
23 HHA HHB RM27 Chapel Other	24 <u>NEO Day 6</u> 8:00-12:00 Safety Care Level 2 (Day 3)- 1:00-5:00 MERS	25 <u>NEO Day 7</u> 8:00-10:00 How to Interact with Individuals 10:00-10:30 LEPSI 10:30-2:00 Observation CIT 1:00-3:00 HHB 2:00-5:00 Seclusion/Restraint	26 <u>NEO Day 8</u> 8:00-9:00 Intro to PSR 9:00-10:00 TIP 10:00-12:00 Seizure Management 1:00-3:00 Doc Principles 3:00-4:00 Doc Practice (HSTs) 3:00-5:00 E-Learning (Nurses/SSPs/AT) 4:00-5:00 E-Learning (HSTs) 8:00-2:00 HHB Mental Health First Aid (MHFA) Training Day 1 (25-30 people)	27 <u>NEO Day 9</u> 8:00-12:00 PNS Professional 8:00-12:00 HST Orientation 1:00-5:00 PNS End User 1:00-5:00 Nursing Orientation 3:00-5:00 E-learning for SSPs 11:30-1:00 Grand Rounds-HHB (no where to have class) 8:00-2:00 HHB Mental Health First Aid (MHFA) Training Day 2 (25-30 people)	28 Meridian Go-Live <u>NEO Day 10</u> 8:00-5:00 Nursing Orientation 8:00-9:30 Contraband (HSTs) 9:30-12:00 E-learning (HSTs) 1:00-2:00 EMR Training for HSTs 2:00-5:00 E-learning for HSTs 3:00-4:30 Annual Incident –HH-A	29
30	Notes:					

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
HHA HHB RM27 Chapel Other	1 NEO Day 11 8:00-3:00 EMR Training for Nurses 3:00-4:30 Contraband (Nurses) 4:30-5:00 Wrap up for Nurses NEO Day 1 8:00-9:00 Welcome 9:00-2:00 HR 2:00-3:00 Person Centered Philosophy 3:00-3:30 Principles of Recovery 3:30-5:00 Intro to BH & DD 8:00-5:00 CPR/First Aid (Recert classes)	2 NEO Day 2 8:00-8:30 Q&A 8:30-9:00 Individual Rights 9:00-10:30 Infection Prevention & Control 10:30-11:30 Confidentiality & HIPAA 11:30-12:00 Computer Security Awareness 1:00-3:00 Safety and EOC 3:00-5:00 NEO Incident Management 7:30-9:30 PNS End User Annual Update 9:30-11:30 PNS Pro Annual Update 1:00-3:00 Seizure Annual Update	3 NEO Day 3 8:00-5:00 CPR/FA (NEO ONLY) 1:00-5:00 Nurses e- learning	4 Holiday (Independence Day)	5 NEO Day 4 8:00-8:30 KRONOS 8:30-5:00 Safety Care Level 1- (Day 1) 7:30-8:30 Annual Incident 9:00-10:30 Infection Prevention & Control	6

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
7 HHA HHB RM27 Chapel Other	8 <u>NEO Day 5</u> 8:00-12:00 Safety Care Level 1 (Day 2) 1:00-5:00 Safety Care Level 2 1:00-5:00 E-Learning for HK/FS/FP 8:00-5:00 CPR/First Aid (Recert classes)	9 <u>NEO Day 6</u> 8:00-12:00 Safety Care Level 2 (Day 3) 1:00-5:00 MERS 7:30-9:30 PNS Pro Annual Update 9:30-11:30 PNS End User Annual Update 1:00-3:00 Seizure Annual Update	10 <u>NEO Day 7</u> 8:00-10:00 How to Interact with Individuals 10:00-10:30 LEPSI 10:30-2:00 Observation 2:00-5:00 Seclusion/Restraint <u>Seizure Annual:</u> 7:30-9:30 9:30-11:30 12:30-2:30 2:30-4:30	11 <u>NEO Day 8</u> 8:00-9:00 Intro to PSR 9:00-10:00 TIP 10:00-12:00 Seizure Management 11:30-1:00 Grand Rounds HHB 1:00-3:00 Doc Principles 3:00-4:00 Doc Practice (HSTs) 3:00-5:00 E-Learning (Nurses/SSPs/AT) 4:00-5:00 E-Learning (HSTs) 8:00-5:00 Safety Care (L1&2) Recertification Training	12 <u>NEO Day 9</u> 8:00-12:00 PNS Professional 8:00-12:00 HST Orientation 8:00-10:00 EMR Training for AT DMLab 10:00-12:00 E-learning for AT DMLab 1:00-5:00 PNS End User 1:00-5:00 Nursing Orientation 1:00-3:00 EMR Training for SSPs DMLab 3:00-5:00 E-learning for SSPs DMLab 12:30-1:30 Annual Incident 2:00-3:30 Infection Prevention & Control	13

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
14 HHA HHB RM27 Chapel Other	15 NEO Day 10 8:00-5:00 Nursing Orientation 8:00-9:30 Contraband (HSTs) 9:30-12:00 E-learning (HSTs) 1:00-2:00 EMR Training for HSTs 2:00-5:00 E-learning for HSTs 8:00-5:00 CPR/First Aid (Recert classes)	16 NEO Day 11 8:00-3:00 EMR Training for Nurses CIT 1:00-3:00 HHB 3:00-4:30 Contraband (Nurses) 4:30-5:00 Wrap up for Nurses NEO Day 1 8:00-9:00 Welcome 9:00-2:00 HR 2:00-3:00 Person Centered Philosophy 3:00-3:30 Principles of Recovery 3:30-5:00 Intro to BH & DD 7:30-9:30 Seizure Annual Update 1:00-3:00 PNS End User Annual Update 3:00-5:00 PNS Pro Annual Update	17 NEO Day 2 8:00-8:30 Q&A 8:30-9:00 Individual Rights 9:00-10:30 Infection Prevention & Control 10:30-11:30 Confidentiality & HIPAA 11:30-12:00 Computer Security Awareness 1:00-3:00 Safety and EOC 3:00-5:00 NEO Incident Management	18 NEO Day 3 8:00-5:00 CPR/FA (NEO ONLY) 1:00-5:00 Nurses e-learning 8:00-5:00 Safety Care (L1&2) Recertification Training	19 NEO Day 4 8:00-8:30 KRONOS 8:30-5:00 Safety Care Level 1- (Day 1) 7:30-8:30 Infection Prevention & Control 9:00-10:30 Annual Incident	20

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
21 HHA HHB RM27 Chapel Other	22 NEO Day 5 8:00-12:00 Safety Care Level 1 (Day 2) 1:00-5:00 Safety Care Level 2 1:00-5:00 E-Learning for HK/FS/FP 8:00-5:00 CPR/First Aid (Recert classes) Competency Fair for Nurses: All Day	23 NEO Day 6 8:00-12:00 Safety Care Level 2 (Day 3) 1:00-5:00 MERS Competency Fair for End Users: All Day 7:30-9:30 Seizure Annual Update 1:00-3:00 PNS Pro Annual Update 3:00-5:00 PNS End User Annual Update	24 NEO Day 7 8:00-10:00 How to Interact with Individuals 10:00-10:30 LEPSI 10:30-2:00 Observation 2:00-5:00 Seclusion/Restraint 8:00-5:00 PBS Training Day 1	25 NEO Day 8 8:00-9:00 Intro to PSR 9:00-10:00 TIP 10:00-12:00 Seizure Management 11:30-1:00 Grand Rounds HHB 1:00-3:00 Doc Principles 3:00-4:00 Doc Practice (HSTs) 3:00-5:00 E-Learning (Nurses/SSPs/AT) 4:00-5:00 E-Learning (HSTs) 8:00-5:00 PBS Training Day 2	26 NEO Day 9 8:00-12:00 PNS Professional 8:00-12:00 HST Orientation 8:00-10:00 EMR Training for AT DMLab 10:00-12:00 E-learning for AT DMLab 1:00-5:00 PNS End User 1:00-5:00 Nursing Orientation 1:00-3:00 EMR Training for SSPs DMLab 3:00-5:00 E-learning for SSPs DMLab 12:30-1:30 Annual Incident 2:00-3:30 Infection Prevention & Control	27
28 HHA HHB RM27 Chapel Other	29 NEO Day 10 8:00-5:00 Nursing Orientation 8:00-9:30 Contraband (HSTs) 9:30-12:00 E-learning (HSTs) 1:00-2:00 EMR Training for HSTs 2:00-5:00 E-learning for HSTs 8:00-5:00 CPR/First Aid (Recert classes)	30 NEO Day 11 8:00-3:00 EMR Training for Nurses 3:00-4:30 Contraband (Nurses) 4:30-5:00 Wrap up for Nurses 7:30-9:30 PNS End User Annual Update 9:30-11:30 PNS Pro Annual Update 3:00-5:00 Seizure Annual Update	31	Notes:		

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
HHA HHB RM27 Chapel Other				1 <u>NEO Day 1</u> 8:00-9:00 Welcome 9:00-2:00 HR 2:00-3:00 Person Centered Philosophy 3:00-3:30 Principles of Recovery 3:30-5:00 Intro to BH & DD 8:00-5:00 Safety Care (L1&2) Recertification Training	2 <u>NEO Day 2</u> 8:00-8:30 Q&A 8:30-9:00 Individual Rights 9:00-10:30 Infection Prevention & Control 10:30-11:30 Confidentiality & HIPAA 11:30-12:00 Computer Security Awareness 1:00-3:00 Safety and EOC 3:00-5:00 NEO Incident Management 8:00-9:00 Infection Prevention & Control 10:00-11:00 Annual Incident	3
4 HHA HHB RM27 Chapel Other	5 <u>NEO Day 3</u> 8:00-5:00 CPR/FA (NEO ONLY) 1:00-5:00 Nurses e- learning	6 <u>NEO Day 4</u> 8:00-8:30 KRONOS 8:30-5:00 Safety Care Level 1- (Day 1) 9:00-12:00: Student Nurses –West GA Tech (25) 7:30-9:30 Seizure Annual Update 1:00-3:00 PNS End User Annual Update 3:00-5:00 PNS Pro Annual Update	7 <u>NEO Day 5</u> 8:00-12:00 Safety Care Level 1 (Day 2) 1:00-5:00 Safety Care Level 2 1:00-5:00 E-Learning for HK/FS/FP 8:00-5:00 CPR/First Aid (Recert classes)	8 <u>NEO Day 6</u> 8:00-12:00 Safety Care Level 2 (Day 3) 11:30-1:00 Grand Rounds HHB 1:00-5:00 MERS 3:00-4:00 Annual Incident	9 <u>NEO Day 7</u> 8:00-10:00 How to Interact with Individuals 10:00-10:30 LEPSI 10:30-2:00 Observation 2:00-5:00 Seclusion/Restraint 12:30-1:30 Annual Incident 2:00-3:30 Infection Prevention & Control	10

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
11 HHA HHB RM27 Chapel Other	12 NEO Day 8 8:00-9:00 Intro to PSR 9:00-10:00 TIP 10:00-12:00 Seizure Management 1:00-3:00 Doc Principles 3:00-4:00 Doc Practice (HSTs) 3:00-5:00 E-Learning (Nurses/SSPs/AT) 4:00-5:00 E-Learning (HSTs) 8:00-5:00 CPR/First Aid (Recert classes)	13 NEO Day 9 8:00-12:00 PNS Professional 8:00-12:00 HST Orientation 8:00-10:00 EMR Training for AT -DMLab 10:00-12:00 E-learning for AT -DMLab 1:00-5:00 PNS End User 1:00-5:00 Nursing Orientation 1:00-3:00 EMR Training for SSPs -DMLab 3:00-5:00 E-learning for SSPs -DMLab 7:30-9:30 PNS End User Annual Update 9:30-11:30 PNS Pro Annual Update 1:00-3:00 Seizure Annual Update	14 NEO Day 10 8:00-5:00 Nursing Orientation 8:00-9:30 Contraband (HSTs) 9:30-12:00 E-learning (HSTs) 1:00-2:00 EMR Training for HSTs 2:00-5:00 E-learning for HSTs	15 NEO Day 11 8:00-3:00 EMR Training for Nurses 3:00-4:30 Contraband (Nurses) 4:30-5:00 Wrap up for Nurses 8:00-5:00 Safety Care (L1&2) Recertification Training	16 NEO Day 1 8:00-9:00 Welcome 9:00-2:00 HR 9:00-12:00 Student Nurses (CSU) 2:00-3:00 Person Centered Philosophy 3:00-3:30 Principles of Recovery 3:30-5:00 Intro to BH & DD 8:00-5:00 PBS Training Day 1 7:30-9:00 Infection Prevention & Control 9:30-10:30 Annual Incident	17

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
18 HHA HHB RM27 Chapel Other	19 NEO Day 2 8:00-8:30 Q&A 8:30-9:00 Individual Rights 9:00-10:30 Infection Prevention & Control 10:30-11:30 Confidentiality & HIPAA 11:30-12:00 Computer Security Awareness 1:00-3:00 Safety and EOC 3:00-5:00 NEO Incident Management 9:00-12:00: Student Nurses –CVCC (50) 8:00-5:00 PBS Training Day 2	20 NEO Day 3 8:00-5:00 CPR/FA (NEO ONLY) 9:00-12:00 –Student Nurses CVCC (50) CIT 1:00-3:00 1:00-5:00 Nurses e-learning –DMLab 7:30-9:30 Seizure Annual Update 1:00-3:00 PNS End User Annual Update 3:00-5:00 PNS Pro Annual Update	21 NEO Day 4 8:00-8:30 KRONOS 8:30-5:00 Safety Care Level 1- (Day 1) 8:00-5:00 CPR/First Aid (Recert classes)	22 NEO Day 5 8:00-12:00 Safety Care Level 1 (Day 2) 11:30-1:00 Grand Rounds HHB 1:00-5:00 Safety Care Level 2 1:00-5:00 E-Learning for HK/FS/FP 8:00-5:00 Safety Care (L1&2) Recertification Training	23 NEO Day 6 8:00-12:00 Safety Care Level 2 (Day 3) 1:00-5:00 MERS 12:30-1:30 Annual Incident 2:00-3:30 Infection Prevention & Control	24
25 HHA HHB RM27 Chapel Other	26 NEO Day 7 8:00-10:00 How to Interact with Individuals 10:00-10:30 LEPSI 10:30-2:00 Observation 2:00-5:00 Seclusion/Restraint 8:00-5:00 CPR/First Aid (Recert classes)	27 NEO Day 8 8:00-9:00 Intro to PSR 9:00-10:00 TIP 10:00-12:00 Seizure Management 1:00-3:00 Doc Principles 3:00-4:00 Doc Practice (HSTs) 3:00-5:00 E-Learning (Nurses/SSPs/AT) 4:00-5:00 E-Learning (HSTs) 7:30-9:30 PNS End User Annual Update 9:30-11:30 PNS Pro Annual Update 1:00-3:00 Seizure Annual Update	28 NEO Day 9 8:00-12:00 PNS Professional 8:00-12:00 HST Orientation 8:00-10:00 EMR Training for AT 10:00-12:00 E-learning for AT 1:00-5:00 PNS End User 1:00-5:00 Nursing Orientation 1:00-3:00 EMR Training for SSPs 3:00-5:00 E-learning for SSPs	29 NEO Day 10 8:00-5:00 Nursing Orientation 8:00-9:30 Contraband (HSTs) 9:30-12:00 E-learning (HSTs) 1:00-2:00 EMR Training for HSTs 2:00-5:00 E-learning for HSTs 8:00-5:00 Safety Care (L1&2) Recertification Training	30 NEO Day 11 8:00-3:00 EMR Training for Nurses 3:00-4:30 Contraband (Nurses) 4:30-5:00 Wrap up for Nurses 7:30-9:00 Infection Prevention & Control 9:30-10:30 Annual Incident	31

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 HHA HHB RM27 Chapel Other	2 Holiday (Labor Day)	3 <u>NEO Day 1</u> 8:00-9:00 Welcome 9:00-2:00 HR 2:00-3:00 Person Centered Philosophy 3:00-3:30 Principles of Recovery 3:30-5:00 Intro to BH & DD 7:30-9:30 Seizure Annual Update 1:00-3:00 PNS Pro Annual Update 3:00-5:00 PNS End User Annual Update	4 <u>NEO Day 2</u> 8:00-8:30 Q&A 8:30-9:00 Individual Rights 9:00-10:30 Infection Prevention & Control 10:30-11:30 Confidentiality & HIPAA 11:30-12:00 Computer Security Awareness 1:00-3:00 Safety and EOC 3:00-5:00 NEO Incident Management	5 <u>NEO Day 3</u> 8:00-5:00 CPR/FA (NEO ONLY) 1:00-5:00 Nurses e- learning 8:00-5:00 Safety Care (L1&2) Recertification Training	6 <u>NEO Day 4</u> 8:00-8:30 KRONOS 8:30-5:00 Safety Care Level 1- (Day 1) 8:00-5:00 CPR/First Aid (Recert classes) 12:30-1:30 Annual Incident 2:00-3:30 Infection Prevention & Control	7
8 HHA HHB RM27 Chapel Other	9 <u>NEO Day 5</u> 8:00-12:00 Safety Care Level 1 (Day 2) 1:00-5:00 Safety Care Level 2 1:00-5:00 E-Learning for HK/FS/FP 8:00-5:00 CPR/First Aid (Recert classes)	10 <u>NEO Day 6</u> 8:00-12:00 Safety Care Level 2 (Day 3) 1:00-5:00 MERS 7:30-9:30 PNS End User Annual Update 9:30-11:30 PNS Pro Annual Update 1:00-3:00 Seizure Annual Update	11 <u>NEO Day 7</u> 8:00-10:00 How to Interact with Individuals 10:00-10:30 LEPSI 10:30-2:00 Observation 2:00-5:00 Seclusion/Restraint	12 <u>NEO Day 8</u> 8:00-9:00 Intro to PSR 9:00-10:00 TIP 10:00-12:00 Seizure Management 11:30-1:00 Grand Rounds HHB 1:00-3:00 Doc Principles 3:00-4:00 Doc Practice (HSTs) 3:00-5:00 E-Learning (Nurses/SSPs/AT) 4:00-5:00 E-Learning (HSTs) 8:00-5:00 Safety Care (L1&2) Recertification Training	13 <u>NEO Day 9</u> 8:00-12:00 PNS Professional 8:00-12:00 HST Orientation 8:00-10:00 EMR Training for AT DMLab 10:00-12:00 E- learning for AT DMLab 1:00-5:00 PNS End User 1:00-5:00 Nursing Orientation 1:00-3:00 EMR Training for SSPs DMLab 3:00-5:00 E-learning for SSPs DMLab 8:00-9:00 Annual Incident 10:00-11:30 Infection Prevention & Control	14

~ September 2013 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
15 HHA HHB RM27 Chapel Other	16 <u>NEO Day 10</u> 8:00-5:00 Nursing Orientation 8:00-9:30 Contraband (HSTs) -DMLab 9:30-12:00 E-learning (HSTs) -DMLab 1:00-2:00 EMR Training for HSTs - DMLab 2:00-5:00 E-learning for HSTs -DMLab <u>NEO Day 1</u> 8:00-9:00 Welcome 9:00-2:00 HR 2:00-3:00 Person Centered Philosophy 3:00-3:30 Principles of Recovery 3:30-5:00 Intro to BH & DD 8:00-5:00 CPR/First Aid (Recert classes)	17 <u>NEO Day 11</u> 8:00-3:00 EMR Training for Nurses CIT 1:00-3:00 HHB 3:00-4:30 Contraband (Nurses) 4:30-5:00 Wrap up for Nurses <u>NEO Day 2</u> 8:00-8:30 Q&A 8:30-9:00 Individual Rights 9:00-10:30 Infection Prevention & Control 10:30-11:30 Confidentiality & HIPAA 11:30-12:00 Computer Security Awareness 1:00-3:00 Safety and EOC 3:00-5:00 NEO Incident Management 7:30-9:30 PNS End User Annual Update 9:30-11:30 PNS Pro Annual Update 3:00-5:00 Seizure Annual Update	18 <u>NEO Day 3</u> 8:00-5:00 CPR/FA (NEO ONLY) 1:00-5:00 Nurses e-learning 8:00-5:00 Safety Care (L1&2) Recertification Training	19 <u>NEO Day 4</u> 8:00-8:30 KRONOS 8:30-5:00 Safety Care Level 1- (Day 1) 8:00-5:00 CPR/First Aid (Recert classes)	20 <u>NEO Day 5</u> 8:00-12:00 Safety Care Level 1 (Day 2) 1:00-5:00 Safety Care Level 2 1:00-5:00 E-Learning for HK/FS/FP 12:30-1:30 Annual Incident 2:00-3:30 Infection Prevention & Control	21

~ September 2013 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
22 HHA HHB RM27 Chapel Other	23 <u>NEO Day 6</u> 8:00-12:00 Safety Care Level 2 (Day 3) 1:00-5:00 MERS 8:00-5:00 CPR/First Aid (Recert classes)	24 <u>NEO Day 7</u> 8:00-10:00 How to Interact with Individuals 10:00-10:30 LEPSI 10:30-2:00 Observation 2:00-5:00 Seclusion/Restraint 8:00-5:00 PBS Training Day 1 7:30-9:30 PNS End User Annual Update 9:30-11:30 PNS Pro Annual Update 1:00-3:00 Seizure Annual Update	25 <u>NEO Day 8</u> 8:00-9:00 Intro to PSR 9:00-10:00 TIP 10:00-12:00 Seizure Management 1:00-3:00 Doc Principles 3:00-4:00 Doc Practice (HSTs) 3:00-5:00 E-Learning (Nurses/SSPs/AT) 4:00-5:00 E-Learning (HSTs) 8:00-5:00 PBS Training Day 2	26 11:30-1:00 Grand Rounds HHB (no where to have class) <u>NEO Day 9</u> 8:00-12:00 PNS Professional 8:00-12:00 HST Orientation 8:00-10:00 EMR Training for AT 10:00-12:00 E-learning for AT 1:00-5:00 PNS End User 1:00-5:00 Nursing Orientation 1:00-3:00 EMR Training for SSPs 3:00-5:00 E-learning for SSPs 8:00-5:00 Safety Care (L1&2) Recertification Training	27 <u>NEO Day 10</u> 8:00-5:00 Nursing Orientation 8:00-9:30 Contraband (HSTs) 9:30-12:00 E-learning (HSTs) 1:00-2:00 EMR Training for HSTs 2:00-5:00 E-learning for HSTs 8:00-9:00 Infection Prevention & Control 10:00-11:00 Annual Incident	28
29 HHA HHB RM27 Chapel Other	30 <u>NEO Day 11</u> 8:00-3:00 EMR Training for Nurses 3:00-4:30 Contraband (Nurses) 4:30-5:00 Wrap up for Nurses 8:00-5:00 CPR/First Aid (Recert classes)	Notes:				

~ October 2013 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	HHA HHB RM27 Chapel Other	1 <u>NEO Day 1</u> 8:00-9:00 Welcome 9:00-2:00 HR 2:00-3:00 Person Centered Philosophy 3:00-3:30 Principles of Recovery 3:30-5:00 Intro to BH & DD 7:30-9:30 Seizure Annual Update 1:00-3:00 PNS End User Annual Update 3:00-5:00 PNS Pro Annual Update	2 <u>NEO Day 2</u> 8:00-8:30 Q&A 8:30-9:00 Individual Rights 9:00-10:30 Infection Prevention & Control 10:30-11:30 Confidentiality & HIPAA 11:30-12:00 Computer Security Awareness 1:00-3:00 Safety and EOC 3:00-5:00 NEO Incident Management	3 <u>NEO Day 3</u> 8:00-5:00 CPR/FA (NEO ONLY) 1:00-5:00 Nurses e- learning 8:00-5:00 Safety Care (L1&2) Recertification Training	4 <u>NEO Day 4</u> 8:00-8:30 KRONOS 8:30-5:00 Safety Care Level 1- (Day 1) 12:30-1:30 Annual Incident 2:00-3:30 Infection Prevention & Control	5
6 HHA HHB RM27 Chapel Other	7 <u>NEO Day 5</u> 8:00-12:00 Safety Care Level 1 (Day 2) 1:00-5:00 Safety Care Level 2 1:00-5:00 E-Learning for HK/FS/FP 8:00-5:00 CPR/First Aid (Recert classes)	8 <u>NEO Day 6</u> 8:00-12:00 Safety Care Level 2 (Day 3) 9:00-12:00: Student Nurses –LaGrange (50) 1:00-5:00 MERS 7:30-9:30 PNS End User Annual Update 9:30-11:30 PNS Pro Annual Update 1:00-3:00 Seizure Annual Update	9 <u>NEO Day 7</u> 8:00-10:00 How to Interact with Individuals 10:00-10:30 LEPSI 10:30-2:00 Observation 2:00-5:00 Seclusion/Restraint <u>Infection Prevention & Control:</u> 7:30-9:00 9:00-10:30 10:30-12:00 1:00-2:30 2:30-4:00	10 <u>NEO Day 8</u> 8:00-9:00 Intro to PSR 9:00-10:00 TIP 11:30-1:00 Grand Rounds HHB 10:00-12:00 Seizure Management 1:00-3:00 Doc Principles 3:00-4:00 Doc Practice (HSTs) 3:00-4:00 Annual Incident 3:00-5:00 E-Learning (Nurses/SSPs/AT) 4:00-5:00 E-Learning (HSTs) 8:00-5:00 Safety Care (L1&2) Recertification Training	11 <u>NEO Day 9</u> 8:00-12:00 PNS Professional 8:00-12:00 HST Orientation 8:00-10:00 EMR Training for AT DMLab 10:00-12:00 E-learning for AT DMLab 1:00-5:00 PNS End User 1:00-5:00 Nursing Orientation 1:00-3:00 EMR Training for SSPs DMLab 3:00-5:00 E-learning for SSPs DMLab 8:00-9:00 Annual Incident 10:00-11:30 Infection Prevention & Control	12

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
13 HHA HHB RM27 Chapel Other	14 Holiday (Columbus Day)	15 <u>NEO Day 10</u> 8:00-5:00 Nursing Orientation 8:00-9:30 Contraband (HSTs) 9:30-12:00 E-learning (HSTs) DMLab CIT 1:00-3:00 HHB 1:00-2:00 EMR Training for HSTs DMLab 2:00-5:00 E-learning for HSTs DMLab 7:30-9:30 Seizure Annual Update 1:00-3:00 PNS End User Annual Update 3:00-5:00 PNS Pro Annual Update	16 <u>NEO Day 11</u> 8:00-3:00 EMR Training for Nurses 3:00-4:30 Contraband (Nurses) 4:30-5:00 Wrap up for Nurses <u>NEO Day 1</u> 8:00-9:00 Welcome 9:00-2:00 HR 2:00-3:00 Person Centered Philosophy 3:00-3:30 Principles of Recovery 3:30-5:00 Intro to BH & DD	17 <u>NEO Day 2</u> 8:00-8:30 Q&A 8:30-9:00 Individual Rights 9:00-10:30 Infection Prevention & Control 10:30-11:30 Confidentiality & HIPAA 11:30-12:00 Computer Security Awareness 1:00-3:00 Safety and EOC 3:00-5:00 NEO Incident Management 8:00-5:00 Safety Care (L1&2) Recertification Training	18 <u>NEO Day 3</u> 8:00-5:00 CPR/FA (NEO ONLY) 1:00-5:00 Nurses e-learning DMLab 1:00-2:00 Annual Incident 2:00-3:30 Infection Prevention & Control	19
20 HHA HHB RM27 Chapel Other	21 <u>NEO Day 4</u> 8:00-8:30 KRONOS 8:30-5:00 Safety Care Level 1- (Day 1) 8:00-5:00 CPR/First Aid (Recert classes)	22 <u>NEO Day 5</u> 8:00-12:00 Safety Care Level 1 (Day 2) 1:00-5:00 Safety Care Level 2 1:00-5:00 E-Learning for HK/FS/FP 7:30-9:30 PNS End User Annual Update 9:30-11:30 PNS Pro Annual Update 1:00-3:00 Seizure Annual Update	23 <u>NEO Day 6</u> 8:00-12:00 Safety Care Level 2 (Day 3) 1:00-5:00 MERS <u>Seizure Annual:</u> 7:30-9:30 9:30-11:30 12:30-2:30 2:30-4:30	24 <u>NEO Day 7</u> 8:00-10:00 How to Interact with Individuals 10:00-10:30 LEPSI 10:30-2:00 Observation 11:30-1:00 Grand Rounds HHB 2:00-5:00 Seclusion/Restraint 8:00-5:00 PBS Training Day 1	25 <u>NEO Day 8</u> 8:00-9:00 Intro to PSR 9:00-10:00 TIP 10:00-12:00 Seizure Management 1:00-3:00 Doc Principles 3:00-4:00 Doc Practice (HSTs) 3:00-5:00 E-Learning (Nurses/SSPs/AT) 4:00-5:00 E-Learning (HSTs) 8:00-5:00 PBS Training Day 2 8:00-9:00 Annual Incident 10:00-11:30 Infection Prevention & Control	26

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
27 HHA HHB RM27 Chapel Other	28 NEO Day 9 8:00-12:00 PNS Professional 8:00-12:00 HST Orientation 8:00-10:00 EMR Training for AT - DMLab 10:00-12:00 E-learning for AT -DMLab 1:00-5:00 PNS End User 1:00-5:00 Nursing Orientation 1:00-3:00 EMR Training for SSPs – DMLab 3:00-5:00 E-learning for SSPs –DMLab 8:00-5:00 CPR/First Aid (Recert classes)	29 NEO Day 10 8:00-5:00 Nursing Orientation 8:00-9:30 Contraband (HSTs) 9:30-12:00 E-learning (HSTs) 1:00-2:00 EMR Training for HSTs 2:00-5:00 E-learning for HSTs 7:30-9:30 Seizure Annual Update 1:00-3:00 PNS Pro Annual Update 3:00-5:00 PNS End User Annual Update	30 NEO Day 11 8:00-3:00 EMR Training for Nurses 3:00-4:30 Contraband (Nurses) 4:30-5:00 Wrap up for Nurses	31 8:00-5:00 Safety Care (L1&2) Recertification Training	Notes:	

~ November 2013 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	HHA HHB RM27 Chapel Other				1 <u>NEO Day 1</u> 8:00-9:00 Welcome 9:00-2:00 HR 2:00-3:00 Person Centered Philosophy 3:00-3:30 Principles of Recovery 3:30-5:00 Intro to BH & DD 8:00-9:00 Annual Incident 10:00-11:30 Infection Prevention & Control	2
3 HHA HHB RM27 Chapel Other	4 <u>NEO Day 2</u> 8:00-8:30 Q&A 8:30-9:00 Individual Rights 9:00-10:30 Infection Prevention & Control 10:30-11:30 Confidentiality & HIPAA 11:30-12:00 Computer Security Awareness 1:00-3:00 Safety and EOC 3:00-5:00 NEO Incident Management 8:00-5:00 CPR/First Aid (Recert classes)	5 <u>NEO Day 3</u> 8:00-5:00 CPR/FA (NEO ONLY) 1:00-5:00 Nurses e-learning DMLab 7:30-9:30 PNS End User Annual Update 9:30-11:30 PNS Pro Annual Update 1:00-3:00 Seizure Annual Update	6 <u>NEO Day 4</u> 8:00-8:30 KRONOS 8:30-5:00 Safety Care Level 1- (Day 1) Ethics Class -6 hours (Lisa Wilcox) Day 1 <u>Seizure Annual:</u> 7:30-9:30 9:30-11:30 12:30-2:30 2:30-4:30	7 <u>NEO Day 5</u> 8:00-12:00 Safety Care Level 1 (Day 2) 1:00-5:00 Safety Care Level 2 1:00-5:00 E-Learning for HK/FS/FP 3:00-4:00 Annual Incident Ethics Class -6 hours (Lisa Wilcox) Day 2	8 <u>NEO Day 6</u> 8:00-12:00 Safety Care Level 2 (Day 3) 1:00-5:00 MERS 8:00-5:00 CPR/First Aid (Recert classes) 1:00-2:00 Annual Incident 2:00-3:30 Infection Prevention & Control	9

~ November 2013 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
10 HHA HHB RM27 Chapel Other	11 Holiday (Veteran's Day)	12 <u>NEO Day 7</u> 8:00-10:00 How to Interact with Individuals 10:00-10:30 LEPSI 10:30-2:00 Observation 2:00-5:00 Seclusion/Restraint 7:30-9:30 PNS Pro Annual Update 9:30-11:30 PNS End User Annual Update 1:00-3:00 Seizure Annual Update	13 <u>NEO Day 8</u> 8:00-9:00 Intro to PSR 9:00-10:00 TIP 10:00-12:00 Seizure Management 1:00-3:00 Doc Principles 3:00-4:00 Doc Practice (HSTs) 3:00-5:00 E-Learning (Nurses/SSPs/AT) 4:00-5:00 E-Learning (HSTs)	14 11:30-1:00 Grand Rounds HHB (no room to have class) <u>NEO Day 9</u> 8:00-12:00 PNS Professional 8:00-12:00 HST Orientation 8:00-10:00 EMR Training for AT 10:00-12:00 E-learning for AT 1:00-5:00 PNS End User 1:00-5:00 Nursing Orientation 1:00-3:00 EMR Training for SSPs 3:00-5:00 E-learning for SSPs 8:00-5:00 Safety Care (L1&2) Recertification Training	15 <u>NEO Day 10</u> 8:00-5:00 Nursing Orientation 8:00-9:30 Contraband (HSTs) 9:30-12:00 E-learning (HSTs) 1:00-2:00 EMR Training for HSTs 2:00-5:00 E-learning for HSTs 8:00-9:00 Annual Incident 10:00-11:30 Infection Prevention & Control	16

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
17 HHA HHB RM27 Chapel Other	18 <u>NEO Day 11</u> 8:00-3:00 EMR Training for Nurses 3:00-4:30 Contraband (Nurses) 4:30-5:00 Wrap up for Nurses <u>NEO Day 1</u> 8:00-9:00 Welcome 9:00-2:00 HR 2:00-3:00 Person Centered Philosophy 3:00-3:30 Principles of Recovery 3:30-5:00 Intro to BH & DD 8:00-5:00 CPR/First Aid (Recert classes)	19 <u>NEO Day 2</u> 8:00-8:30 Q&A 8:30-9:00 Individual Rights 9:00-10:30 Infection Prevention & Control 10:30-11:30 Confidentiality & HIPAA 11:30-12:00 Computer Security Awareness CIT 1:00-3:00 HHB 1:00-3:00 Safety and EOC 3:00-5:00 NEO Incident Management 7:30-9:30 Seizure Annual Update 1:00-3:00 PNS End User Annual Update 3:00-5:00 PNS Pro Annual Update	20 <u>NEO Day 3</u> 8:00-5:00 CPR/FA (NEO ONLY) 1:00-5:00 Nurses e-learning 8:00-5:00 Safety Care (L1&2) Recertification Training	21 <u>NEO Day 4</u> 8:00-8:30 KRONOS 8:30-5:00 Safety Care Level 1- (Day 1) 8:00-5:00 CPR/First Aid (Recert classes)	22 <u>NEO Day 5</u> 8:00-12:00 Safety Care Level 1 (Day 2) 1:00-5:00 Safety Care Level 2 1:00-5:00 E-Learning for HK/FS/FP 8:00-5:00 PBS Training Day 1 7:30-9:00 Infection Prevention & Control 10:00-11:00 Annual Incident	23
24 HHA HHB RM27 Chapel Other	25 <u>NEO Day 6</u> 8:00-12:00 Safety Care Level 2 (Day 3) 1:00-5:00 MERS 8:00-5:00 PBS Training Day 2 8:00-5:00 CPR/First Aid (Recert classes)	26 <u>NEO Day 7</u> 8:00-10:00 How to Interact with Individuals 10:00-10:30 LEPSI 10:30-2:00 Observation 2:00-5:00 Seclusion/Restraint 7:30-9:30 PNS Pro Annual Update 9:30-11:30 PNS End User Annual Update 1:00-3:00 Seizure Annual Update	27 <u>NEO Day 8</u> 8:00-9:00 Intro to PSR 9:00-10:00 TIP 10:00-12:00 Seizure Management 1:00-3:00 Doc Principles 3:00-4:00 Doc Practice (HSTs) 3:00-5:00 E-Learning (Nurses/SSPs/AT) 4:00-5:00 E-Learning (HSTs)	28 Holiday (Thanksgiving)	29 Holiday (Robert E Lee's Bday)	30

~ December 2013 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 HHA HHB RM27 Chapel Other	2 <u>NEO Day 9</u> 8:00-12:00 PNS Professional 8:00-12:00 HST Orientation 8:00-10:00 EMR Training for AT 10:00-12:00 E-learning for AT 1:00-5:00 PNS End User 1:00-5:00 Nursing Orientation 1:00-3:00 EMR Training for SSPs 3:00-5:00 E-learning for SSPs <u>NEO Day 1</u> 8:00-9:00 Welcome 9:00-2:00 HR 2:00-3:00 Person Centered Philosophy 3:00-3:30 Principles of Recovery 3:30-5:00 Intro to BH & DD	3 <u>NEO Day 10</u> 8:00-5:00 Nursing Orientation 8:00-9:30 Contraband (HSTs) 9:30-12:00 E-learning (HSTs) 1:00-2:00 EMR Training for HSTs 2:00-5:00 E-learning for HSTs <u>NEO Day 2</u> 8:00-8:30 Q&A 8:30-9:00 Individual Rights 9:00-10:30 Infection Prevention & Control 10:30-11:30 Confidentiality & HIPAA 11:30-12:00 Computer Security Awareness 1:00-3:00 Safety and EOC 3:00-5:00 NEO Incident Management 7:30-9:30 PNS End User Annual Update 9:30-11:30 PNS Pro Annual Update 1:00-3:00 Seizure Annual Update	4 <u>NEO Day 11</u> 8:00-3:00 EMR Training for Nurses 3:00-4:30 Contraband (Nurses) 4:30-5:00 Wrap up for Nurses <u>NEO Day 3</u> 8:00-5:00 CPR/FA (NEO ONLY) 1:00-5:00 Nurses e-learning	5 <u>NEO Day 4</u> 8:00-8:30 KRONOS 8:30-5:00 Safety Care Level 1- (Day 1) 8:00-5:00 Safety Care (L1&2) Recertification Training	6 <u>NEO Day 5</u> 8:00-12:00 Safety Care Level 1 (Day 2) 1:00-5:00 Safety Care Level 2 1:00-5:00 E-Learning for HK/FS/FP DMLab 8:00-5:00 CPR/First Aid (Recert classes) 8:00-9:00 Annual Incident 10:00-11:30 Infection Prevention & Control	7

~ December 2013 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
8 HHA HHB RM27 Chapel Other	9 <u>NEO Day 6</u> 8:00-12:00 Safety Care Level 2 (Day 3) 1:00-5:00 MERS 8:00-5:00 CPR/First Aid (Recert classes)	10 <u>NEO Day 7</u> 8:00-10:00 How to Interact with Individuals 10:00-10:30 LEPSI 10:30-2:00 Observation 2:00-5:00 Seclusion/Restraint 7:30-9:30 Seizure Annual Update 1:00-3:00 PNS End User Annual Update 3:00-5:00 PNS Pro Annual Update	11 <u>NEO Day 8</u> 8:00-9:00 Intro to PSR 9:00-10:00 TIP 10:00-12:00 Seizure Management 1:00-3:00 Doc Principles 3:00-4:00 Doc Practice (HSTs) 3:00-5:00 E-Learning (Nurses/SSPs/AT) 4:00-5:00 E-Learning (HSTs)	12 11:30-1:00 Grand Rounds HHB (no where to have class) <u>NEO Day 9</u> 8:00-12:00 PNS Professional 8:00-12:00 HST Orientation 8:00-10:00 EMR Training for AT 10:00-12:00 E-learning for AT 1:00-5:00 PNS End User 1:00-5:00 Nursing Orientation 1:00-3:00 EMR Training for SSPs 3:00-5:00 E-learning for SSPs 8:00-5:00 Safety Care (L1&2) Recertification Training	13 <u>NEO Day 10</u> 8:00-5:00 Nursing Orientation 8:00-9:30 Contraband (HSTs) 9:30-12:00 E-learning (HSTs) 1:00-2:00 EMR Training for HSTs 2:00-5:00 E-learning for HSTs 1:00-2:00 Annual Incident 2:00-3:30 Infection Prevention & Control	14
15 HHA HHB RM27 Chapel Other	16 <u>NEO Day 11</u> 8:00-3:00 EMR Training for Nurses 3:00-4:30 Contraband (Nurses) 4:30-5:00 Wrap up for Nurses 8:00-5:00 CPR/First Aid (Recert classes)	17 9:00-12:00: Student Nurses –West GA Tech (25) 8:00-5:00 PBS Training Day 1 7:30-9:30 PNS End User Annual Update 9:30-11:30 PNS Pro Annual Update 1:00-3:00 Seizure Annual Update	18 8:00-5:00 PBS Training Day 2 <u>Seizure Annual:</u> 7:30-9:30 9:30-11:30 12:30-2:30 2:30-4:30	19 8:00-5:00 CPR/First Aid (Recert classes) 8:00-5:00 Safety Care (L1&2) Recertification Training	20 8:00-9:00 Annual Incident 10:00-11:30 Infection Prevention & Control	21
22 HHA HHB RM27 Chapel Other	23 8:00-5:00 CPR/First Aid (Recert classes)	24 Holiday (Washington's Bday)	25 Holiday (Christmas)	26 11:30-1:00 Grand Rounds HHB 8:00-5:00 Safety Care (L1&2) Recertification Training	27	28

~ December 2013 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29 HHA HHB RM27 Chapel Other	30 8:00-5:00 CPR/First Aid (Recert classes)	31	Notes:			