

# Week 1

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00 AM	<b>GREETING/ RAA VIDEO/</b> 0745-1000	<b>OPERATIONS SYSTEM OVERVIEW</b> 0800-0930  <b>Employee expectations and overview of different areas at RAA and how to access them.</b>	<b>PROTOCOL REVIEW</b> 0800-1200  Acknowledgements Adult Cardio Emergencies Adult Gen. Med. Emergencies Adult Trauma Emergencies OB and Gyn Emergencies Toxicological Emergencies Ped. Cardio Emergencies Ped Gen Med Emergencies Ped Trauma Emergencies Clinical Procedures Administrative Medication Reference Appendices	<b>Documentation</b> 0800-1200 Total Quality Improvement Manager  <b>Employees will go over best practices for patient encounters.</b>	<b>EVOC Classroom</b> <b>Emergency Vehicle Operators Course</b> 0800-1600
8:15 AM					
8:30 AM					
8:45 AM					
9:00 AM					
9:15 AM					
9:30 AM					
9:45 AM	<b>UNIFORMS/BOOTS</b> 1000-1100	<b>SAFETY and RISK</b> 0930-1030 Safety and Risk Management Director			
10:00 AM		<b>Communications</b> 1030-1200 Director of Communications <b>How are EOC operates.</b>			
10:15 AM					
10:30 AM					
10:45 AM	<b>BENEFITS</b> 11:00-12:00				
11:00 AM					
11:15 AM					
11:30 AM					
11:45 AM					
12:00 PM	LUNCH 1200-1300	LUNCH 1200-1300	LUNCH 1200-1300	LUNCH 1200-1300	LUNCH 1200-1300
12:15 PM					
12:30 PM					
12:45 PM					
1:00 PM	<b>IT/EMAIL</b> 1300-1345 Director of IT	<b>OPERATIONS PLANNING and SCHEDULING</b> 1300-1500 Operations and Community Support Manager Info on accessing our employeescheduling program	<b>EQUIPMENT REVIEW</b> 1300-1700  Stretcher Operation Loading and Unloading ELK and CAMEL SLIDE SHEET STAIR CHAIR REEVES SLEEVE SCOOP STRETCHER BEAR	<b>SKILLS/PUMPS/VENT</b> 1300-1700	<b>EVOC/51-81/ASAP MARVLIS/ MAPPING</b> 0800-1600
1:15 PM					
1:30 PM	<b>HIPAA TRAINING</b> 1345-1445 Chief Legal and Compliance Officer				
1:45 PM					
2:00 PM					
2:15 PM	<b>RAA 101</b> 1445-1615  <b>Overview of RAA including what we do and what we measure.</b>	<b>LEGAL OVERVIEW</b> 1500-1545 Chief Legal and Compliance Officer			
2:30 PM					
2:45 PM	<b>CHIEF'S WELCOME</b> 1615-1700 CEO	ACTIVE THREAT 1545-1700	<b>There will be four stations employees will rotate through.</b>		
3:00 PM					
3:15 PM					
3:30 PM					
3:45 PM					
4:00 PM					
4:15 PM					
4:30 PM					
4:45 PM					
5:00 PM					

# Week 2

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
8:00 AM	<b>Cone Course</b> 0800-1200	<b>Documentation</b> 0800-1200 Total Quality Improvement Manager  <b>Employees will continue to go through best practices for patient encounters.</b>	<b>EMS SAFETY</b> 0800-1200	<b>MCI TABLE TOP</b> 0800-1200 Operations
8:15 AM				
8:30 AM				
8:45 AM				
9:00 AM				
9:15 AM				
9:30 AM				
9:45 AM				
10:00 AM				
10:15 AM				
10:30 AM				
10:45 AM				
11:00 AM				
11:15 AM				
11:30 AM				
11:45 AM				
12:00 PM	Working LUNCH (Bring Your Lunch)	LUNCH 1200-1300	LUNCH 1200-1300	LUNCH 1200-1300
12:15 PM				
12:30 PM				
12:45 PM				
1:00 PM	<b>Cone Course/ Road Rally</b> 1300-1700	<b>RPD</b> 1300-1430 Richmond Police Detective  <b>What police do at a scene and how to interact with them.</b>	<b>Documentation</b> 1300-1700 Total Quality Improvement Manager  <b>Employess conclude their training on best practices for patient encounters.</b>	<b>VCU Reporting</b> 1300-1330
1:15 PM				
1:30 PM				
1:45 PM				
2:00 PM				
2:15 PM				
2:30 PM				
2:45 PM				
3:00 PM				
3:15 PM				
3:30 PM				
3:45 PM				
4:00 PM	<b>Infection Control Annual Update</b> 1430-1600 Safety and Risk Management Director	<b>CISM</b> <b>Critical Incident Stress Management</b> 1 hour - Clinical	<b>EQUIPMENT REVIEW</b> 1330-1615	
4:15 PM				
4:30 PM				
4:45 PM				
5:00 PM				
			<b>CHIEF ROUND UP</b> 1615-1700 CEO	