

FIRST DAY/ORIENTATION INFORMATION

Orientation Location: Please refer to the “First Day” email from Jody Kraemer, which will have the details regarding the orientation location

Date: Please refer to the abstract sent by Jody Kraemer. Orientation day 1 occurs in person at one of our facilities and day 2 is held virtually on Microsoft Teams (link will be provided at orientation).

Time: 8:00am – 5:00pm

Parking: There will be free parking on site at the orientation location. Jody Kraemer will provide more specific instructions regarding parking via email

Meals: Breakfast and Lunch will be provided for in-person orientation. If you have any [dietary restrictions](#), please email Roxanne Kircher - roxanne.s.kircher@kp.org

Professional Dress: We will have a professional photographer taking your photo for both your ID badge as well as the online physician directory. Please note that patients use the physician directory site to learn more about our physicians and see welcoming warm smiles! **Please be sure to wear professional dress for the photos.** Gentlemen should wear a dress shirt and necktie and ladies should wear a solid color shirt with sleeves (no sleeveless attire please). We will provide a white lab coat for you to wear over your shirt for the photo.

What to bring:

- Identification Documents for I-9 Verification ([Click here](#) for acceptable documents)
 - Must be Original documents, no copies
 - Must be unexpired
- Benefits questions ([Click here for the presentation](#))
- Masks are not mandatory in our regional offices however please bring a mask if that is what would make you most comfortable.

Topics Being Discussed at Orientation (order may shift)

Day 1	Day 2
<ul style="list-style-type: none"> • Permanente Medicine: Mission, Vision and Values • Our Service Culture • Review of Integrated Care Model • Introduction to Equity, Inclusion, and Diversity initiatives • Professional Development and Wellness Overview (Ergonomics, Wellness, Mentoring, Coaching) • Active Assailant Training • Laptop/Phone distribution and logins 	<ul style="list-style-type: none"> • Communications Overview • Intro to Advanced Urgent Care • Introduction to Risk Management • Radiology Overview and Technology Updates • Pharmacy and Formulary • Intro to the Advanced Care at Home Program • HR Policies and Procedures Overview • Physician Benefits Q&A • Payroll and Timekeeping • Abstract Review and Upcoming Training Dates • Online learning via Sidney/SumTotal