

Day 2 and Beyond Schedule

HOME CARE-BASED EMPLOYEE

Nurses (RN & LPN)

Home Health	1
Hospice Home Care	3
Kobacker Inpatient Unit	5

Other Clinical Staff

Home Health (PT, OT, PTA/OTA, SLP, Social Work, Dietitian)	7
Hospice (Social Work, Bereavement Counselor, Art/Massage/Music Therapist, Chaplain, Volunteer Coordinator)	9

Patient Support Assistant (PSA)

Kobacker House	11
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Home Health/Hospice Aide

13

Clinical & Non-Clinical Support Staff – *Does not provide care to patient*

(Home Health, Hospice Home Care and Kobacker Inpatient Unit)	15
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Home Medical Equipment (HME)

Respiratory Therapy, HME Intake, HME Case Manager Extender	16
Service/Supply Technicians, Orthotics, HME Office Staff, Medical Records	17

Infusion Pharmacy

Pharmacists, Pharmacy Techs, Support Staff	18
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Palliative

Nurses, Social Work	19
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NURSES (RN & LPN)

Home Health

Day 2 • Home Care Orientation* (Tuesday)

Orientation begins at 8 a.m.

OHIOHEALTH HOME CARE

Preserve Building 1
5450 Frantz Road, Suite 100
Dublin, Ohio 43016

Map and directions on page 20.

Additional instructions

- + Bring driver's license, car insurance, professional license number and AHA BLS card if required for position.
- + Please wear business casual or scrubs. You may want to dress in layers because the room can sometimes get cold or warm.
- + Lunch will be provided. Please let your manager or educator know of any dietary restrictions.
- + An orientation schedule will be provided by the end of day 2.

***Home Care Orientation:** An introduction to OhioHealth Home Care consisting of an overview of basic job tools, how caring for patients in the home is different, Joint Commission requirements and patient safety.

Day 3 • As assigned by manager (Wednesday)

Day 4 • Clinical Day & HME Orientation* (Thursday)

Clinical Day starts promptly at 8 a.m. at the Home Care Office
HME Orientation starts at 2:30 p.m. at our HME Main office

HME MAIN OFFICE

7708 Green Meadows Drive N, Suite D
Lewis Center, Ohio 43035

Map and directions on page 21.

***Clinical Day** is an introduction to Home Health required forms, social work, telehealth, wound care and wound vacs. **HME Orientation** is an introduction to oxygen safety and equipment, Hoyer lifts, and Vent training (vent training as needed for position).

Day 5 • Jumpstart* (Friday)

Jumpstart starts promptly at 8:30 a.m.

OHIOHEALTH RIVERSIDE METHODIST HOSPITAL CAMPUS

3535 Olentangy River Road

Columbus, Ohio 43214

Map and directions on page 22.

Park in the Red Parking Garage. Go into hospital and take the Red Elevators up to the 4th floor to the CME&I Suite.

Additional instructions

- + Parking will be validated. Please bring your parking stub.
- + Lunch is on your own. Cafeteria at Riverside Methodist is available.
- + Please wear scrubs appropriate for your unit.

***Jumpstart** is OhioHealth's experiential orientation for nurses. This combination of classroom content, skill stations and scenario exercises exposes the new hire Home Care nurse to policies, procedures, equipment and expectations of their role at OhioHealth Home Care.

Day 6–8 • CareConnect* (Monday–Wednesday)

CareConnect starts promptly at 8 a.m.

Please see page 24 for important information prior to training.

CARECONNECT TRAINING CENTER

6805 Perimeter Drive, Dublin, Ohio 43016

Check in at the Front Desk

Please see page 23 for directions and parking information.

***CareConnect** is OhioHealth's electronic medical record. It is an EPIC product that is utilized throughout most of the system. Most new associates will have CareConnect training assigned both in eLearning and live class formats. The training is role-based and specific to the individual. Your manager will verify your CareConnect training track, and your assignments will be on your HealthStream LMS "My Learning" page.

NURSES (RN & LPN)

Hospice Home Care

Day 2 • Home Care Orientation* (Tuesday)

Orientation begins at 8 a.m.

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Dublin, Ohio 43016

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NURSES (RN & LPN)

Kobacker Inpatient Unit

Day 2 • Home Care Orientation* (Tuesday)

Orientation begins at 8 a.m.

OHIOHEALTH HOME CARE

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Dublin, Ohio 43016
Map and directions on page 20.

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CareConnect* training as scheduled by your manager.

Please see page 24 for important information prior to training.

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6805 Perimeter Drive

Dublin, Ohio 43016

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OTHER CLINICAL STAFF

Home Health

PT, OT, PTA/OTA, SLP, Social Work, Dietitian

Day 2 • Home Care Orientation* (Tuesday)

Orientation begins at 8 a.m.

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Day 5 • As assigned by manager (Friday)

Day 6–8 • CareConnect* (Monday–Wednesday)

CareConnect starts promptly at 8 a.m.

Please see page 24 for important information prior to training.

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6805 Perimeter Drive

Dublin, Ohio 43016

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OTHER CLINICAL STAFF

Hospice

*Social Work, Bereavement Counselor, Art/Massage/Music Therapist,
Chaplain, Volunteer Coordinator*

Day 2 • Home Care Orientation* (Tuesday)

Orientation begins at 8 a.m.

OHIOHEALTH HOME CARE

Preserve Building 1
5450 Frantz Road, Suite 100
Dublin, Ohio 43016
Map and directions on page 20.

Additional instructions

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- + Lunch will be provided. Please let your manager or educator know of any dietary restrictions.
- + An orientation schedule will be provided by the end of day 2.

***Home Care Orientation:** An introduction to OhioHealth Home Care consisting of an overview of basic job tools, how caring for patients in the home is different, Joint Commission requirements and patient safety.

Day 3 • As assigned by manager (Wednesday)

Day 4 • HME Orientation* (Thursday)

With preceptor during the first part of the day
HME Orientation starts at 3 p.m. at our HME Main office

HME MAIN OFFICE

7708 Green Meadows Drive N, Suite D
Lewis Center, Ohio 43035
Map and directions on page 21.

***HME Orientation** is an introduction to oxygen safety and equipment, Hoyer lifts, and Vent training (vent training as needed for position)



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PATIENT SUPPORT ASSISTANCE (PSA) Kobacker House

Day 2–4 • PSA Onboarding* (Tuesday–Thursday)
Class starts promptly at 8 a.m.

OHIOHEALTH METHODIST RIVERSIDE HOSPITAL CAMPUS

550 Thomas Lane

Columbus, Ohio 43214

Please visit Page 27 for parking instructions.

Additional instructions

- + Bring valid BLS (CPR) card.
- + Lunch is on your own. You can bring your lunch or visit the Riverside cafeteria.
- + Please wear business casual or scrubs.

***PSA Onboarding** is OhioHealth’s approach for introducing both experienced and inexperienced PSAs to OhioHealth. This combination of classroom content, skill stations and scenario exercises exposes the new hire PSA to policies, procedures, equipment and expectations of their role at OhioHealth. Other roles are included in PSA Onboarding, such as medics, patient companions and safety aides.

Day 5 • BLS/CPR live classes / Care Connect* (Friday)
BLS/CPR Live Classes (if needed) at 7 a.m.
CareConnect* starts promptly at 12 p.m.

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Day 6–11 • As assigned by manager

Day 12 • Home Care Orientation* (Tuesday)

Orientation begins at 8 a.m.

OHIOHEALTH HOME CARE

Preserve Building 1
5450 Frantz Road, Suite 100
Dublin, Ohio 43016
Map and directions on page 20.

Additional instructions

- + Bring AHA BLS card.
- + Please wear business casual or scrubs. You may want to dress in layers because the room can sometimes get cold or warm.
- + Lunch will be provided. Please let your manager or educator know of any dietary restrictions.

***Home Care Orientation:** An introduction to OhioHealth Home Care consisting of an overview of basic job tools, how caring for patients in the home is different, Joint Commission

Day 14 • HME Orientation* (Thursday)

With preceptor during the first part of the day
HME Orientation starts at 3 p.m. at our HME Main office

HME MAIN OFFICE

7708 Green Meadows Drive N, Suite D
Lewis Center, Ohio 43035
Map and directions on page 21.

***HME Orientation** is an introduction to oxygen safety and equipment, Hoyer lifts, and Vent training (vent training as needed for position).

HOME CARE/HOSPICE AIDE

Day 2 • Home Care Orientation* (Tuesday)

Orientation begins at 8 a.m.

OHIOHEALTH HOME CARE

Preserve Building 1
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- + An orientation schedule will be provided by the end of day 2.

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Day 3 • As assigned by manager (Wednesday)

Day 4 • HME Orientation* (Thursday)

With preceptor during the first part of the day
HME Orientation starts at 3 p.m. at our HME Main office

HME MAIN OFFICE

7708 Green Meadows Drive N, Suite D
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Map and directions on page 21.

***HME Orientation** is an introduction to oxygen safety and equipment, Hoyer lifts, and Vent training (vent training as needed for position)

Day 5 • As assigned by manager (Friday)

Day 6 • CareConnect* (Monday)

CareConnect starts promptly at 8 a.m.

Please see page 24 for important information prior to training.

CARECONNECT TRAINING CENTER

6805 Perimeter Drive, Dublin, Ohio 43016

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CLINICAL & NON-CLINICAL SUPPORT STAFF

Home Health, Hospice Home Care and Kobacker Inpatient Unit

Day 2 • Home Care Orientation* (Tuesday)

Orientation begins at 8 a.m.

OHIOHEALTH HOME CARE

Preserve Building 1
5450 Frantz Road, Suite 100
Dublin, Ohio 43016
Map and directions on page 20.

Additional instructions

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***Home Care Orientation:** An introduction to OhioHealth Home Care consisting of an overview of basic job tools, how caring for patients in the home is different, Joint Commission requirements and patient safety.

Day 3 • As assigned by manager (Wednesday)

CareConnect* training as scheduled by your manager.
Please see page 24 for important information prior to training.

CARECONNECT TRAINING CENTER

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HOME MEDICAL EQUIPMENT (HME)

Home Care

Respiratory Therapy, HME Intake, HME Case Manager Extender

Day 2 • Home Care Orientation* (Tuesday)

Orientation begins at 8 a.m.

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Day 3 • As assigned by manager (Wednesday)

Day 4 • HME Orientation* (Thursday)

With preceptor during the first part of the day
HME Orientation starts at 3 p.m. at our HME Main office

HME MAIN OFFICE

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***HME Orientation** is an introduction to oxygen safety and equipment, Hoyer lifts, and Vent training (vent training as needed for position)

HOME MEDICAL EQUIPMENT (HME)

Home Care

Service/Supply Techs, Orthotics, HME Office & Medical Records

Day 2 • Home Care Orientation* (Tuesday)

Orientation begins at 8 a.m.

OHIOHEALTH HOME CARE

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Dublin, Ohio 43016
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***HME Orientation** is an introduction to oxygen safety and equipment, Hoyer lifts, and Vent training (vent training as needed for position)

INFUSION PHARMACY

Pharmacists, Pharmacy Techs, Support Staff

Day 2 • Home Care Orientation* (Tuesday)

Orientation begins at 8 a.m.

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Day 3 • As assigned by manager (Wednesday)

PALLIATIVE CARE

Nurses, Social Work

Day 2 • As assigned by manager (Tuesday)

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OhioHealth Home Care
Preserve Building 1
5450 Frantz Road
Dublin, Ohio 43016

- **The Preserve** is a brick and limestone office complex located near the intersection of Tuttle Crossing and Frantz Road.
- OhioHealth Home Care central office is located in building 5450
- Parking is available in the rear of this building complex.
- 5450 is the building to the far right as you face the 3 buildings from the parking lot.

Directions to The Preserve heading North on I-270 (to Tuttle Mall)

- Get off 270 North at the Tuttle Crossing exit
- Turn right at the light. You are now on Tuttle Crossing Road
- Drive past Tuttle Mall. Go about ¼-1/2 mile
- The first major intersection with Tuttle Crossing is Frantz Road
- **The Preserve** is a brick and limestone office complex located at the southeast corner of the intersection of Tuttle Crossing and Frantz Road
- Go straight through the light at the intersection. Make an immediate right turn into **The Preserve**.
- Building 5450 is the building immediately to your right as you enter the complex. You may use the parking spaces directly behind the building.
- The entry to 5450 is located at the rear of the building.

Directions to The Preserve heading South on I-270 (to Tuttle Mall)

- Get off 270 South at the Tuttle Crossing exit
- Turn left at the light. You are now on Tuttle Crossing Road
- Drive past Tuttle Mall. Go about ¼-1/2 mile
- The first major intersection with Tuttle Crossing is Frantz Road
- **The Preserve** is a brick and limestone office complex located at the southeast corner of the intersection of Tuttle Crossing and Frantz Road
- Go straight through the light at the intersection. Make an immediate right turn into **The Preserve**.
- Building 5450 is the building immediately to your right as you enter the complex. You may use the parking spaces directly behind the building.
- The entry to 5450 is located at the rear of the building.



OhioHealth Home Care HME - Map & Directions

From 270:

1. Go NORTH on Rt. 23.
2. Pass intersection of Powell Rd.
3. Pass Meijer and Wal-Mart
4. Turn RIGHT onto Orange Rd & go almost to railroad tracks.
5. Turn LEFT onto Green Meadows Drive.
6. Turn LEFT onto North Central Drive.
7. Turn LEFT into parking lot.
8. OHHC HME is in the middle of the row of offices.

From I-71:

1. Take Polaris Parkway Exit WEST.
2. Pass Polaris Fashion Place Mall.
3. Turn RIGHT (North) onto Old State Road
4. Turn LEFT (West) onto Orange Road
5. Go over railroad tracks
6. Turn RIGHT onto Green Meadows Drive.
7. Turn LEFT onto North Central Drive.
8. Turn LEFT into parking lot.
9. OHHC HME is in the middle of the row of offices.



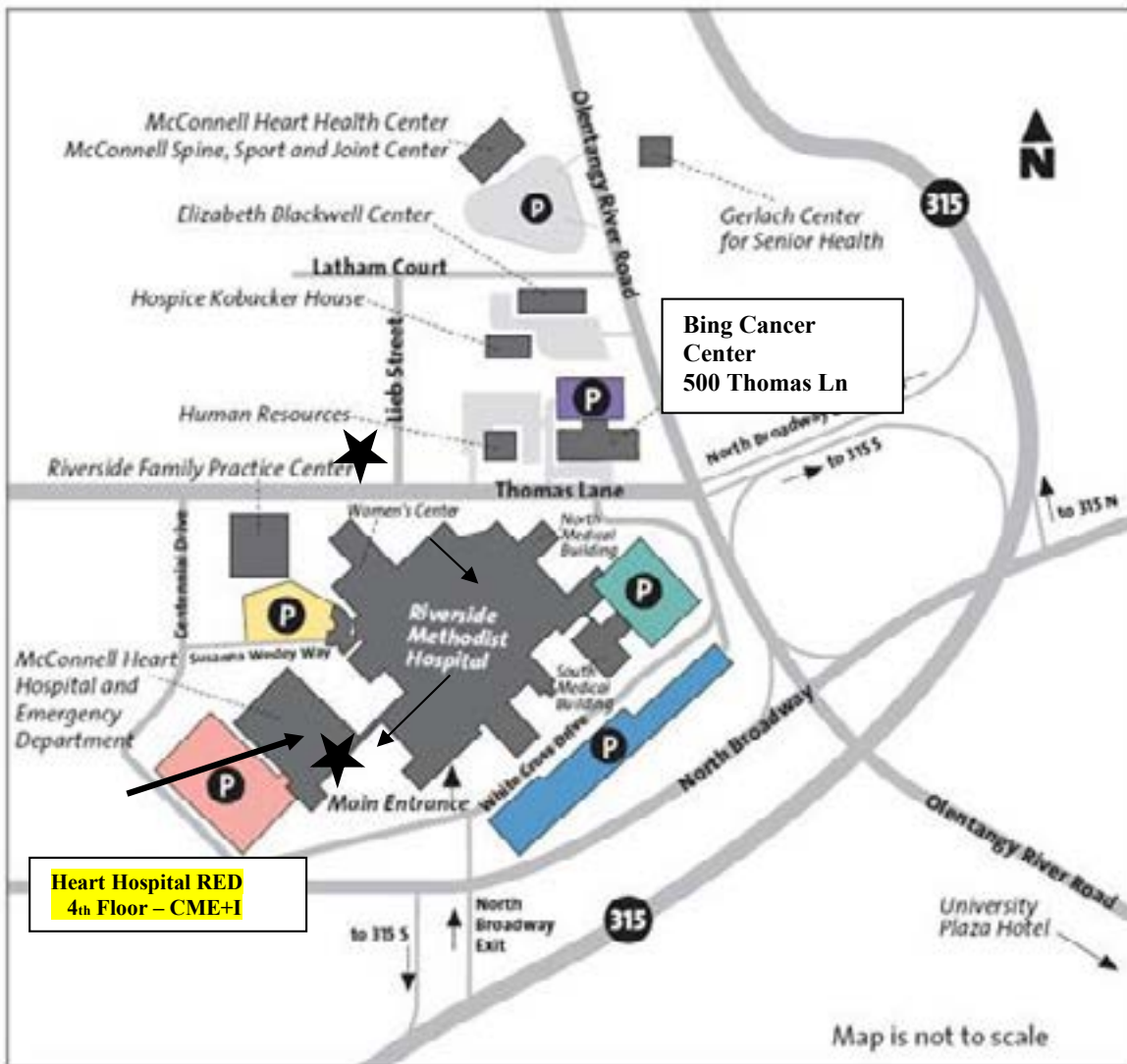
OHHC HME
7708 Green Meadows Dr. Ste D
Lewis Center
(614) 566-0850

JumpStart Orientation

JumpStart orientation will be held in **RED Building – 4th floor CME&I, Suite 4300 on the Riverside Campus**. The time is 8:30 am to 4:30 PM. **Please arrive promptly at 8:30.**

You may park in the Red Garage (colored red in the map below). Bring your parking stub with you. We will validate the ticket, so that you will have no cost. Follow signs to the Emergency Department, Red Building. Take the **RED elevators up to the 4th floor. CME&I** is located immediately off the elevator on the left.

- **Lunch:** on your own and it is recommended that you pack your lunch. There is a microwave and refrigerator for your use.



OhioHealth CareConnect Learning Center

OhioHealth associate classroom training takes place at our building located at 6805 Perimeter Drive, Dublin 43016. Below, please find directions and a map for your reference:

From the north

I-71 South
270 West
US-33 West/OH-161 West
Exit 107 Avery-Muirfield Drive
Right off exit
Left onto Perimeter Drive



From the west

US-33 to Post Road
Post Road to Avery-Muirfield Drive; turn right
Left on Perimeter Drive

From the east

I-70 West
I-270 North
US-33 West/OH-161 West
Exit 107 Avery-Muirfield Drive; right off exit
Left onto Perimeter Drive

From the south

I-70 West
I-270 North
US-33 West/OH-161
Exit 107 Avery-Muirfield Drive; right off exit
Left onto Perimeter Drive

Parking at the OhioHealth CareConnect Learning Center:

- There are parking spaces located in the front, on the sides and behind the building.

CareConnect Training Center

6805 Perimeter Drive, 3rd floor, Dublin, OH 43016

CareConnect training is required for most roles. If you are unsure if your role requires **CareConnect** training, please talk with your manager.

Your **CareConnect Training Track(s)** (e.g., Physician Office Front Desk, ED Nurse, Hospital Registrar, etc.) include prerequisite eLearning courses that need to be completed **Prior** to your attending each class. If they have not been completed, you will be un-enrolled from class and your manager will be responsible to register you for another class.

The OhioHealth University LMS (Learning Management System):

The LMS is the online system that enables you to complete your **CareConnect** and other assigned or elective training, including viewing classroom and completing online courses.

Two Ways to Log into the LMS:

From an OhioHealth computer at work:

- Double Click the **OHNET** icon on your desktop to open our associate intranet, **eSource**.
- Select the **OhioHealth University** tile on the left under **Quick Links** to log into the LMS.

From home or away from work:

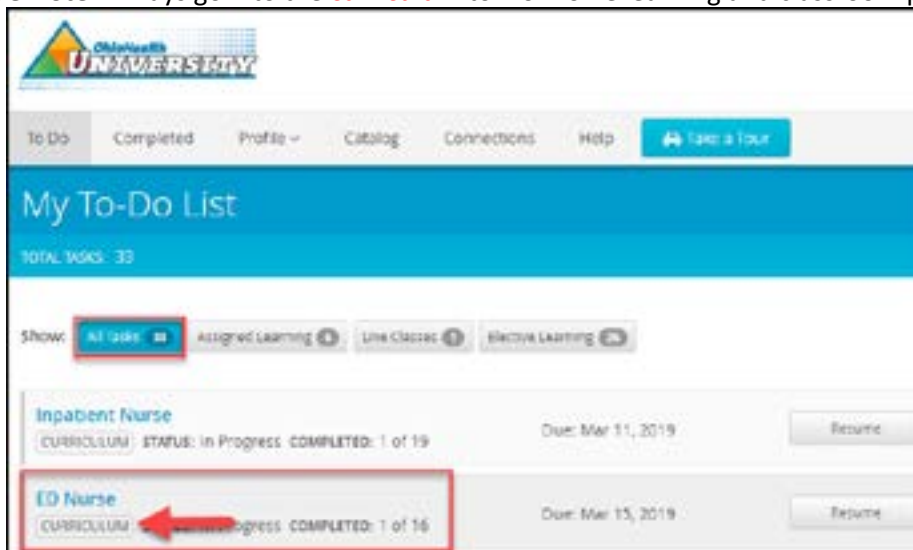
- Go to the **OhioHealth University (OHU)** website at <http://ohu.ohiohealth.com>.
- Select the blue **OhioHealth University LMS Login** tile to open the login page.
- Enter your OhioHealth ID (**OPID**) and OhioHealth network (eSource) **password**.

CareConnect Training:

After logging into the **LMS**, select the name of your CareConnect Training/Curriculum. **Hint:** Look for the word “**Curriculum**” under the name of the training (see image below).

Click the “**Start**” button to open the curriculum, and then click the green “**Start**” button to begin your first eLearning course.

Side Note: Always go into the **curriculum** to work on eLearning and classroom post-assessments.



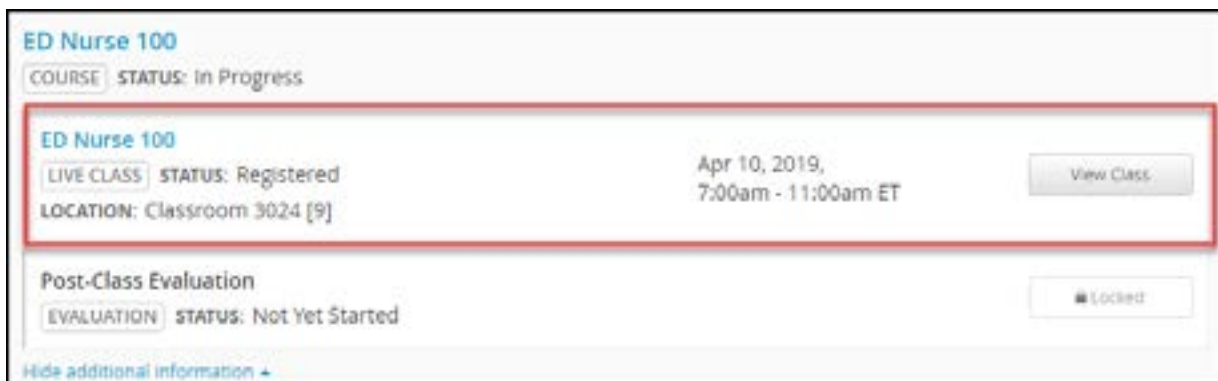
revised 3/14/19 JJE

After successfully completing an eLearning or classroom course, you will see a **green checkmark** next to the course name. **Proceed to the next course.**

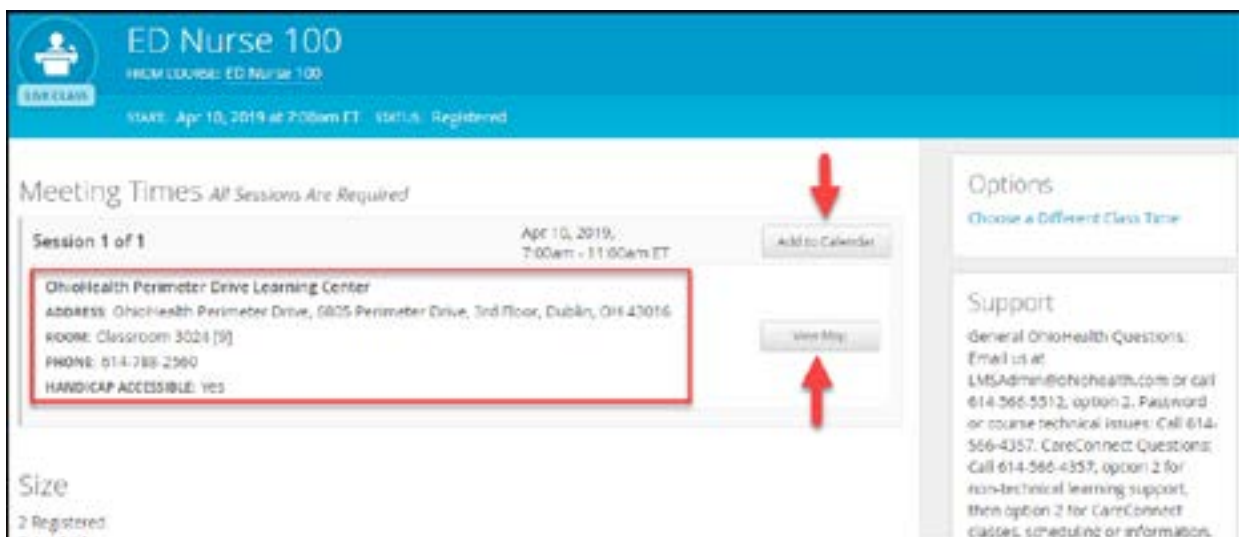


You will attend **classroom courses** (e.g., Nurse 100, Obstetric Nurse 100, Postpartum Nurse 100, etc.) in person at a training site. After you attend and pass a class, the prerequisite eLearning(s) for the next class will be available to you.

To find the location, date, time and room of your CareConnect class(es), select the class name (e.g., Nurse 100). Click the **View Class** button.



You will have the option of adding the class to your calendar or using the view map button when connected to the internet.



Additional Locations:

The majority of the classes are held at the CareConnect Training Center. However, there are a few additional locations:

- 550 Thomas Lane, Columbus, OH 43214
 - IP PSA (lower level classroom)
 - Introduction to Ambulatory 100 (lower level classroom)
- 3535 Olentangy River Road, Columbus, OH 43214
 - ED Medic/PSA (ground floor-River classroom)
 - Safety Aide (ground floor-Mountain classroom)
- 5350 Frantz Road, Dublin, OH 43016
 - Hospital Schegistrar series – (Preserve 3)

Who to Contact for Support:

Contact your direct supervisor with questions about your schedule and training requirements. Contact Information Services Support at 614.566.HELP (4357)...

... **Press 4** for help with login or other technical difficulties

... **Press 2** for non-technical learning support

... **Press 2** for help with all CareConnect training and class scheduling questions

... **Press 5** for password related issues

Check List:

- I packed my earbuds so I can work on eLearning onsite
- I packed a sweater/jacket because I know training room temperatures fluctuate
- I packed snacks/lunch and/or I'm bringing money for vending
- I've completed all prerequisite eLearning courses for my class
- I know where my class is (e.g., Room 3000, etc.)
- I know the name of the class I'm attending (e.g., Nurse 100, Schegistrar 101, etc.)
- I'm planning to arrive 15 minutes prior to the start of class
- I'm ready to embark on my journey into Care**Connect**! Whoo Hoo!

Additional OhioHealth New Associate Information and Resources:

Visit the OhioHealth New Associate website at <https://www.ohiohealth.com/new-associate/>

Track Name: _____
Name of 1 st Class: _____
Location: _____
Date/Time: _____

PSA Onboarding Parking Instructions

PSA orientation will be held at 550 Thomas Lane on the Riverside Methodist Campus. Registration begins at 7:30 a.m. Class starts at 8:00 a.m.

Parking is available in the main shuttle lot at 3720 Olentangy River Rd.

If the main shuttle lot is full, proceed south on Olentangy River Rd to the overflow lot located in the NW corner of Kohl's parking lot at 3360 Olentangy River Rd.

You will see OhioHealth parking signs directing you where to park. Make sure you do not park in a closed/full lot as the shuttle will not re-enter a closed/full lot.

Take a shuttle to 550 Thomas Lane. Shuttle services phone number is 614.788.5858.

Exit the shuttle and follow the signs to the front of the building.