RWJUH Unit Clerk 2014 Orientation Dates &
Frequently Asked Questions (FAQ’s)

<table>
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<th>January 8th</th>
<th>April 2nd</th>
<th>July 8th</th>
<th>October 1st</th>
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<td>February 5th</td>
<td>May 29th</td>
<td>August 6th</td>
<td>November 17th</td>
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<td>March 5th</td>
<td>June: no scheduled orientation</td>
<td>September 3rd</td>
<td>December 29th</td>
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Where is Unit Clerk Specialty Orientation conducted?

Orientation is conducted at 120 Albany Street, 3rd floor of Tower 2.  [http://goo.gl/maps/QabuU](http://goo.gl/maps/QabuU)

Where do I park?

During Unit Clerk specialty orientation you must park in your designated spot assigned by Safety and Security. Please ensure you provide enough time to walk to the classroom located at 120 Albany Street, 3rd floor of Tower 2.

What do I wear?

Business casual is required for orientation. Please dress in layers as classroom temperature fluctuates during the day.

Is orientation mandatory?

Orientation is mandatory to ensure that all regulatory education is provided for safe patient care.

What are the orientation hours?

Orientation hours are from 8 am to 4:30 pm. Please plan to attend the entire session.

When do I get paid?

Paychecks are distributed every two weeks by the unit director/assignee.

Once I finish classroom orientation, what happens from here?

You will receive a schedule from your Director/ Educator for the on unit orientation. You will be partnered with a preceptor who will facilitate your on unit orientation and will introduce you
to hospital specific policies & procedures as well as coach you as you assimilate into your new role.

**What do I need to complete my classroom orientation?**

The following must be met to deem your orientation completed:

1. HealthStream mandatories
2. The following competencies must be handed in to your Director in the Nursing Office to be placed in your personnel file:
   a. Restraint
   b. Hand washing
   c. Personal Protective Equipment (PPE)
   d. Copy of CPR card

*For further questions regarding your orientation please contact Central Nursing Education Department at (732) 828-3000 ext 8500.*