

6 Month Program

New UMC employee

2nd Month Agenda	Mentor Initials								
<p>Orientation Tell me how orientation is going? Will you be changing shifts? How are you progressing through orientation? Do you feel like you are able to manage your time /assignments? How are things going with your preceptor? When are you scheduled to complete orientation? _____ Has the GN residency program started? Is it helpful? _____ Are you utilizing the online system for orientation (Galen)? _____ What skills are you the most comfortable with at this point? What things are the most challenging to you at this present time? What types of activities do you like to do to relieve stress? _____</p>									
<p>Computer Documentation What is your comfort level with documentation via Cerner/INET?</p>									
<p>Computer Navigation Navigation of the UMC Intranet, www.umchealthsystem.com, Lawson Portal Do they know how to:</p> <table border="0"> <tr> <td><input type="checkbox"/> Check Kronos Timecard</td> <td><input type="checkbox"/> Compliance Hotline</td> </tr> <tr> <td><input type="checkbox"/> Check Email</td> <td><input type="checkbox"/> Activate Code Stroke/ Hiplink</td> </tr> <tr> <td><input type="checkbox"/> Locate Nursing Policies</td> <td><input type="checkbox"/> Locate HR benefit information in Workday</td> </tr> <tr> <td><input type="checkbox"/> Locate Standing Orders, Consents, UMC forms, etc.</td> <td><input type="checkbox"/> Locate Performance Manager</td> </tr> </table>	<input type="checkbox"/> Check Kronos Timecard	<input type="checkbox"/> Compliance Hotline	<input type="checkbox"/> Check Email	<input type="checkbox"/> Activate Code Stroke/ Hiplink	<input type="checkbox"/> Locate Nursing Policies	<input type="checkbox"/> Locate HR benefit information in Workday	<input type="checkbox"/> Locate Standing Orders, Consents, UMC forms, etc.	<input type="checkbox"/> Locate Performance Manager	
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<p>Have you had your 90-day evaluation? Patient Satisfaction-What's in it for me?</p>									
<p>Performance Manager / Setting Goals What are some professional goals that you have for yourself? How can I help?</p> <ol style="list-style-type: none"> 1. _____ 2. _____ 									

Mentee Printed Name

Mentor Printed Name

Mentee Signature

Mentor Signature

Date

Date