

Department of Nursing Services Provided – Procedures & Schedules

The Department of Nursing EDB group serves the Department of Nursing, Child Life Services, Home Health, Clinical Engineer, Pharmacy, Clinical Research Center, Spiritual Care (back-up) and Laundry.

Services Provided -- *The Department of Nursing EDB Center provides the following services:*

- *Personnel Processing: New hire processing, salary changes, promotions, terminations, transfers, leave of absences and FML coordination, etc.*
- *Benefits Counseling for new hires and transfers*
- *Schedule all new hire required appointments for the new hire, such as Orientation classes, IT classes*
- *Greentree requisition*
- *ID badge request forms -- Process New Hire & Replacement*
- *Employee Parking – New Hire & Annual Extensions*
- *Provide staff with required Uniforms – New & Replacements*
- *Weekly and Monthly reports*

New Hire Paperwork Procedure & Schedule

- Our standard schedule for new hire paperwork is Tuesday & Thursday 10:30 am and 1:30 pm. In addition, two to three times a year we do several large group new hires of 25 or more and these dates and times are based on availability of room location and time. I am not sure how you will capture these dates and times.
- Our procedure is the Manager who makes an offer gives the employee a Pre-employment Tool which directs the employee what needs to be done. I can bring one over to you for you to review. Perhaps it can be scanned and put on the website.
- We provide the shuttle schedule to new hires since Medical Center and Nursing Orientation are in the Wilshire Building and they may want to take the shuttle.
- We are also available to provide Parking and Photo ID applications Monday-Thursday.

Uniform Procedures & Schedule

- Uniform fitting and distribution is done every Tuesday-Thursday from 8 am - 2pm.