



Stony Brook University Hospital New Employee Orientation

Participant Guide

Includes simple calendar and checklist format, a mapping activity, blank notes pages, a scavenger hunt and other resources for you.

Print a copy or download to your device for digital use.



Welcome to Stony Brook University Hospital's
New Employee Orientation!

Thursday, _____
Friday, _____





Stony Brook University Hospital New Employee Orientation

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Hospital Orientation Calendar

8:45 AM	Click here to join the Zoom Welcome! <i>MeetingID: 753 152 5312 Passcode: 032367</i>	Click here to join the Zoom Welcome! <i>MeetingID: 753 152 5312 Passcode: 032367</i>
9:00 AM	Virtual Welcome in Zoom!	Virtual Welcome in Zoom! <i>Includes a presentation from our health/retirement Benefits team</i>
9:30 AM		
10:00 AM	Self-paced learning in the HealthStream LMS <i>Hospital New Employee Orientation Day 1 curriculum</i>	Self-paced learning in the HealthStream LMS <i>Hospital New Employee Orientation Day 2 curriculum</i>
10:30 AM		
11:00 AM		
11:30 AM	LUNCH	LUNCH
12:00 PM	LUNCH	Your afternoon at the Hospital: Pick up ID Badges, Parking Registration, Welcome Gift
12:30 PM		
1:00 PM		CSEA/UUP Union Meeting <i>Location:</i>
1:30 PM		
2:00 PM		
2:30 PM		
3:00 PM		
3:30 PM		
4:00 PM		
4:30 PM		
		Additional time to Pick up ID Badges, Parking Registration, Welcome Gift



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Hospital Orientation Checklist

BEFORE DAY 1

- Read [eManual](#)
- Download Google Chrome
- Enable pop-ups and cookies
- Log-in to the HealthStream Learning Management System (LMS) and test out your User ID and Password
- Locate email from SBU Campus Card Office and upload your ID Badge photo (*optional*)
- Write down any questions you have for your facilitators

DAY 1, Thursday

- Join our Virtual Welcome in Zoom by 8:45 AM to test your technology
- Complete the **Hospital New Employee Orientation Day 1** curriculum in the HealthStream LMS by 4:00 PM
- Review the health/retirement benefits information and write down any questions you have for the Benefits Administrator

DAY 2, Friday

- Join our Virtual Welcome in Zoom by 8:45 AM to test your technology
- Complete the **Hospital New Employee Orientation Day 2** curriculum in the HealthStream LMS by 12:00 PM
- Wear **RED!**
- Pick up ID Badge
- Review Employee Guide (*from the ID Badge office*)
- Register for parking (*if working on-site at the Hospital*)
- Pick up Welcome Gift
- CSEA and UUP employees: meet with your union at 2:30 PM



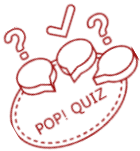


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Map It Out: Virtual Welcome in Zoom

Challenge yourself to complete this map while attending the Virtual Welcome in Zoom on Thursday and Friday, and check off the first item on your **"First 30 Days" Scavenger Hunt** included at the end of this guide!

One word to describe how you feel about Orientation for SBUH:



The hospital admitted its first two patients on _____.

What do you value in your workplace?

What are our iCare values?

I _____
C _____
A _____
R _____
E _____



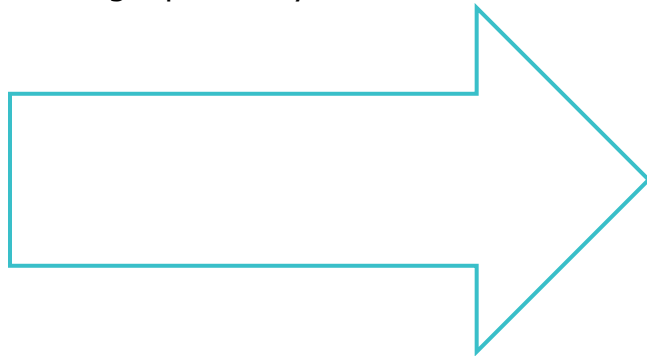
Which of my values align with those of the hospital?





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My position in the hospital could positively affect the organization's five strategic pillars by:

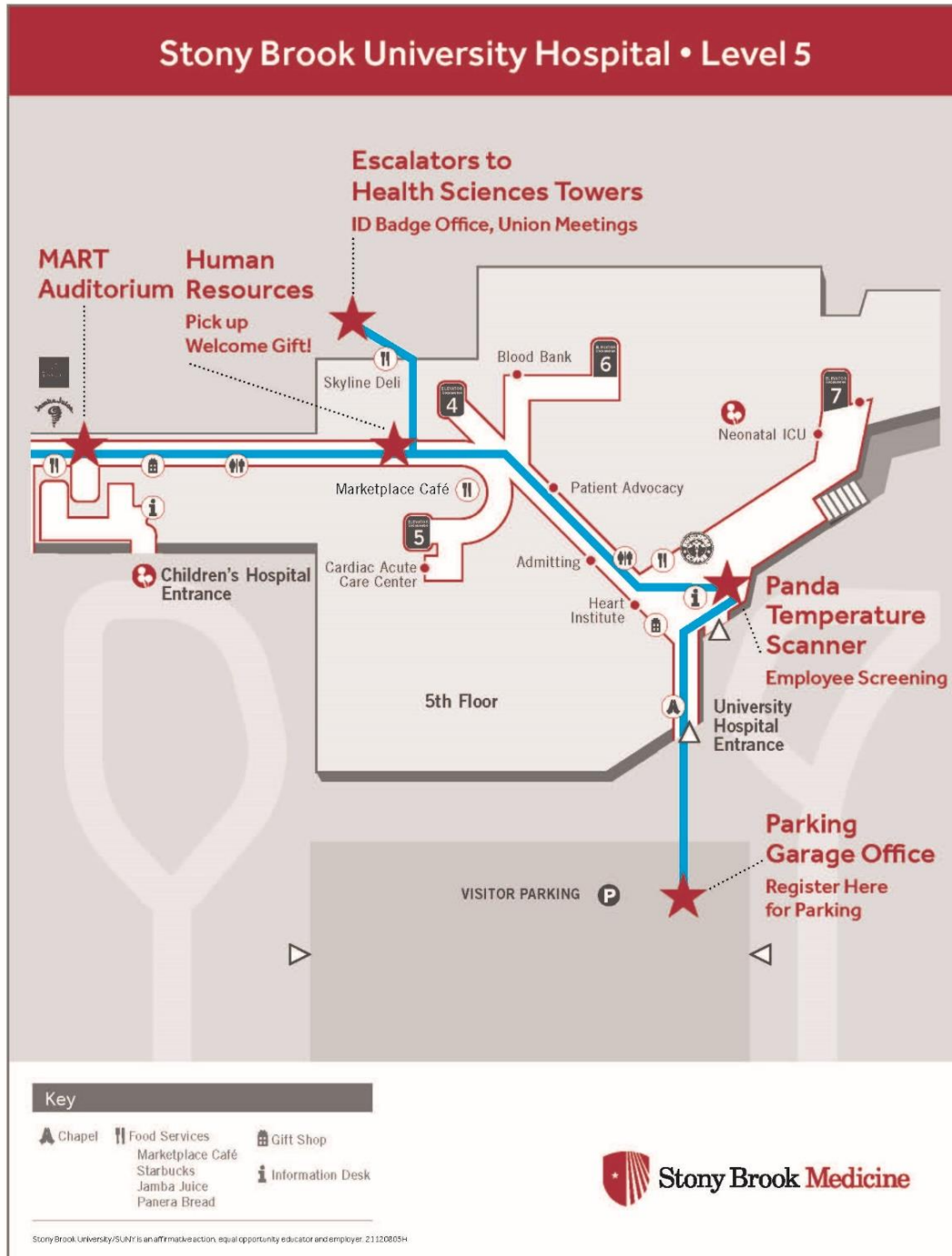


The SBUH C-Suite leader for my division is Chief _____ Officer.

The Stony Brook Medicine accomplishment/designation/success story that inspires me most is:



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Directions to the ID Badge/Campus Card Office

1. Starting at the Visitor's Desk in the hospital lobby, walk down the hallway ahead toward the elevator bank/security desk.
2. Take the left fork at the elevator bank/security desk.
3. Continue down the hallway, pass the cafeteria and a brightly lit hallway on your left, toward the Fire Doors into the Health Sciences Center (HSC).
4. After the Fire Doors you will see a column and behind that a set of escalators. **To take the escalators** to the Badge Office **continue to Step 6, to use the elevators**, see **Step 10 on the bottom** of this page.
5. Take the **escalator down to Level 4**.
6. Walk straight to the **next escalator down to Level 3**.
7. Walk straight to the **next escalator down to Level 3**.
8. When you leave the escalator on Level 3 you will see another column, **Walk around the column and turn left just before the next set of escalators**.
9. The **Badge Office will be on your left**.

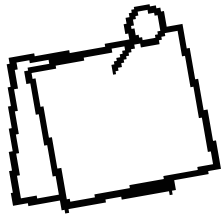
By Elevators-

10. **Walk around the escalators** to the HSC Tower **Elevators**.
11. Take an **elevator down to Level 3**.
12. On exiting the elevator on Level 3, look for the **signs** directing you toward **the Library**.
13. Before you reach the HSC library you will see **escalators on your left; turn right**.
14. You will pass a column and just **before you reach the next set of escalators, turn left**.
15. The **Badge Office will be on your left**.





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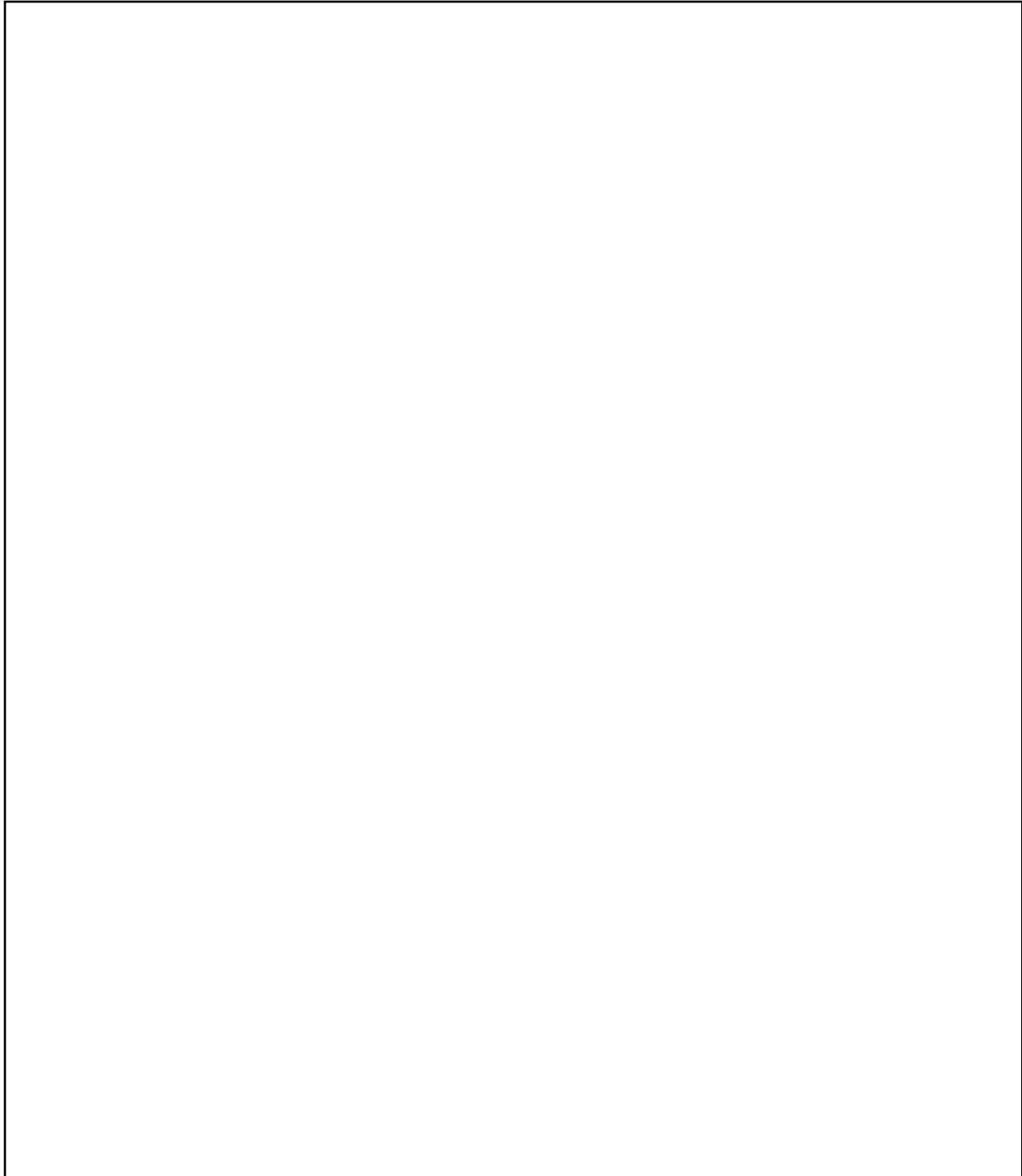


Orientation Notes & Thoughts





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“First 30 Days” Scavenger Hunt

Can you check all the boxes in your first 30 days?

- Stop by **Human Resources** on Level 5 and pick up my Bluetooth speaker
- Visit **Resilience at The Brook** on Level 5 and use the massage chair or meditation pod
- Browse all the employee discounts available on [Brookology](#)
- Download **Campus Clear** app and set up account using my “@stonybrookmedicine.edu” email address
- Visit **Employee Health and Wellness** on the 8th floor to pick up the COVID-19 vaccine sticker for my ID Badge
- Locate all **dining options** on Level 5 (Panera, Jamba, Market Place Café, Convenience at The Brook, Starbucks)
- Take a selfie in the **MART** and tag us on social media (@stonybrookmedicine)
- Get information on joining an [engagement committee/workgroup](#) or becoming a [Wellness Champion](#)
- Complete at least one course on [LinkedIn Learning](#)
- Catch someone doing a great job and give them a [STAR Card](#)
- Find the **Human Resources** page on ThePulse
- Find the **Coronavirus Update** page on ThePulse
- Complete my **Department Orientation Checklist** with my supervisor/manager
- Submit my health and retirement **benefits** paperwork to benefits@stonybrookmedicine.edu

most hyperlinks go to ThePulse and must be accessed from inside the network



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Stony Brook Medicine Leadership Team



Maurie McInnis
President
Stony Brook University



Hal Paz, MD, MS
Executive Vice
President for Health
Sciences
Stony Brook University



**Carol Gomes, MS,
FACHE, CPHQ**
Chief
Executive Officer
Stony Brook
University Hospital



**Martin Griffel, MD,
FACR**
Interim Chief Medical
Officer
Stony Brook Medicine



**Margaret M.
McGovern, MD,
PhD**
Knapp Chair in
Pediatrics
Vice President, Health
System Clinical
Programs and Strategy
Stony Brook Medicine



Gary Bie, CPA
Chief Financial Officer,
Vice President for
Health System Finance
and Strategy
Stony Brook Medicine



Gerald Kelly, DO
Chief Information
Officer
Stony Brook Medicine



**Carolyn Santora,
MS, RN**
Chief of Regulatory
Affairs,
Chief Nursing Officer,
Stony Brook University
Hospital





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Colette Brown
Chief Human
Resources Officer
Stony Brook University
Hospital



Nicole Rossol
Chief Patient
Experience Officer
Stony Brook University
Hospital



**Michael Pasternak,
JD**
Hospital Counsel
Stony Brook
University Hospital



Lori Strauss
Chief Compliance
Officer
Stony Brook Medicine



**William Wertheim,
MD**
Interim Dean,
Renaissance School of
Medicine,
Vice Dean for Graduate
Medical Education
Stony Brook Medicine



Erin Stoeber
Assistant Vice
President for
Marketing and
Communications
Stony Brook Medicine

Let's Get Social

Facebook

@StonyBrookMedicine
@StonyBrookChildrens

Twitter

@StonyBrookMed

Instagram

@StonyBrookMedicine

@StonyBrookKids

LinkedIn

Stony Brook Medicine





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Employee Discounts

Shop Brookology: <https://www.stonybrook.edu/commcms/brookology/>

- ❑ Open the **Steals & Deals** tab for bargains, promotions and discounts from campus venues and local community shops, and to manage your **Wolfie Wallet**.

HealthierU Wellness Discounts:

<https://www.stonybrook.edu/commcms/healthieru/resources/wellness-discounts.php>

- ❑ Discounts on fitness centers, martial arts, yoga, acupuncture and more.

SUNY Perks at Work: <https://www.perksatwork.com/login>

- ❑ Sign up for free using your work email address and get access to discounts on electronics, travel, home, auto, food, flowers, apparel and more.

Tuition Reimbursement:

<https://inside.stonybrookmedicine.edu/hr/benefits/tuitionreimbursement>

- ❑ CSEA, PEF, MC and UUP employees are eligible for tuition reimbursement and certification and licensure exam fee reimbursement as outlined on the above website.

T-Mobile Amplified Program:

<https://extranet.stonybrookmedicine.edu/sites/default/files/Stony%20Brook%20Hospital%20Amplified%20Program.pdf>

- ❑ Save on your mobile phone coverage through T-Mobile

Verizon Wireless Monthly Discount: <https://www.verizon.com/discounts/>

- ❑ Save on your mobile phone coverage through Verizon with @stonybrookmedicine.edu email address

LinkedIn Learning: <https://inside.stonybrookmedicine.edu/LyndaTraining>

- ❑ Free access to over 5,000 courses to help you discover and develop business, technology-related and creative skills through expert-led course videos





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Support Resources for Employees

Code Lavender

This code provides a rapid response to the emotional needs of staff after unexpected or adverse events. Any employee can call a silent code (not called overhead) by dialing the operator (3-2-1) and requesting a Code Lavender. A callback number, the unit and the name of the individual requesting the code is given to the operator, and a responder will return your call. This service is available 24/7. The purpose is to provide psychological, emotional and spiritual support to all staff members depending on the needs of the individual or group of individuals involved.

Mindfulness Meditation

Sessions are available Monday through Friday at 8 am and noon via the Daily Mindfulness Meditation Team on Microsoft Teams and in the Resilience at The Brook room.



Spiritual Care Hotline

Chaplains are available Monday through Friday, from 8 am to 5 pm at (631) 559-6211. For urgent matters, please call the hospital operator and request the chaplain on-call (24/7).

Hardship Fund

If you are experiencing a financial emergency, the Hardship Fund is available to all faculty, staff and students. stonybrook.edu/hardshipfund

Employee Assistance Program (EAP)

EAP provides voluntary, confidential and comprehensive support resources to enhance the overall well-being and productivity of faculty, staff and the organization. Please call EAP if you need assistance at (631) 632-6085. stonybrook.edu/eap

Healthier U

Stony Brook University's wellness initiative for employees is designed to address your total well-being — mind, body and spirit. Visit the website to explore upcoming wellness events and programs. stonybrook.edu/healthieru

Resources and Resiliency Tools

Provided by the Department of Psychiatry and Behavioral Health, these tools can be accessed at: stonybrookmedicine.edu/covid19support

If you or a colleague is personally struggling and would like to get connected to professional support, please contact the Department of Psychiatry and Behavioral Health's Employee Helpline: (631) 632-CHAT (2428)

Thank you for all that you do.



Give Back: Donate Blood / Platelets to our Hospital Blood Bank

The demand for blood is great, but the supply is not. Please consider scheduling an appointment to donate blood or platelet.

100% of donated blood stays at Stony Brook University Hospital.

For Appointments, call 631-444-DONATE or visit us online at donateblood.stonybrookmedicine.edu





Stony Brook University Hospital New Employee Orientation

Commonly Used Terms and Acronyms

ACRONYM/ ABBREVIATION	DESCRIPTION
25 LIVE	Classroom scheduling system, administered by West Campus
ACGME	Accreditation Council for Graduate Medical Education
AD	Associate Director of Operations or Nursing
ADN	Assistant Director of Nursing
AOD	Administrator on Duty
ARE	Annual Required Education
ASC	Ambulatory Surgery Center
BRIDGES, THE	Bridges that connect the HST and North Hospital tower above ground.
BROOK, THE	The hallway on Level Five of the Hospital that connects the MART to the Hospital Tower Buildings. Includes seating areas, entrances to Cafeteria seating, Resilience at the Brook.
BROOK, THE	A landscape water-design on the West Campus quadrangle.
BST	Basic Science Tower (North)
CA	Clinical Assistant. A local title used for staff working in the Nursing Assistant job title.
CACU	Cardiac Acute Care Unit
CATH LAB	Catheterization Laboratory
CHERWELL	The IT system for entering requests and creating, routing and responding to tickets (written help requests).
CLAIRVIA	Nursing scheduling system
CLIN ED	Clinical Education, serving the Division of Nursing
CLINICIAN (NURSING)	A nurse in a leadership level reporting to a Nurse Manager. See T&R
CORE, THE	The offices located in the center of a Nursing Unit in one of the two Hospital Towers.
CORP ED	Corporate Education & Training
CPEP	Comprehensive Psychiatry Evaluation Program. Essentially our psychiatric emergency department.
CPMP	Clinical Practice Management Plan. An organization that provides billing, collection, and disbursement services to a number of physicians' offices associated with Stony Brook Medicine.





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CSEA	Civil Service Employee Association. CSEA is a labor union which represents nursing assistants, nursing station clerks, housekeepers, transporters and many clerical employees and skilled trades staff.
C-SUITE	The office location of the Chief Executives of SBUH.
C-SUITE EXECUTIVE	Chief Executive Officers of the hospital which include, but are not limited to the Chief Executive Officer (CEO), Chief Financial Officer (CFO), Chief Nursing Officer (CNO), Chief Regulatory Officer (CRO), Chief Compliance Officer (CCO), Chief Medical Officer (CMO), Chief Information Technology Officer (CIO), Chief Patient Experience Officer (CPO) and Chief Human Resources Officer (CHRO)
CTICU	Cardiothoracic Intensive Care Unit
CUS	Concerned-Uncomfortable-Safety issue. Escalating communication protocol for alerting a team member to a safety issue. "I am concerned. I am uncomfortable. This is a safety issue."
CVC	Central Venous Catheter
DNC	Division of Nursing Congress run by the Chief Nursing Officer (CNO) to share best practices, respond to the issues raised by the unit based councils (UBC) and set the strategic direction of patient care for the organization. (See UBC).
DOH	Department of Health
DOL	Department of Labor
EAP	Employee Assistance Program
EAST CAMPUS	University buildings east of Nicholls Road. Largely SBUH, Health Science Schools and LISVH.
ED	Emergency Department
EH&S	Environmental Health and Safety
EHR	Electronic Health Record
EHW	HR-Employee Health and Wellness
EOC	Environment of Care
EP	Elements of Performance, see Joint Commission Standards
ER	Employee Relations – a division of Human Resources
FLOWERFIELD	Flowerfield office complex in St. James. Home to many Information Technology offices.
FMEA	Failure Mode and Effects Analysis
FSA	Faculty Student Association. On campus food and merchandise services. FSA is served by its own human resources function, separate from West Campus or Hospital HR.
GME	Graduate Medical Education
GNYHA	Greater New York Hospital Association
HEMONC	Hematology Oncology





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HIPAA	Health Insurance Portability and Accountability Act. Federal legislation ensuring the privacy of protected healthcare information.
HOLDING UNIT	A unit where patients are held pending a procedure or admission.
HOSPAV	Room designation for classrooms in the Hospital Pavilion on Level four of the MART
HRIS	Human Resources Information System, also see PeopleSoft.
HRU	High reliability unit
HST	Health Sciences Tower (South). The Academic Building attached to the Hospital Towers. Lecture halls and classrooms are located on the second and third level. Office for the departments of the School of Medicine are located in the upper levels.
ICARE	Our iCare values of Integrity, Compassion, Accountability, Respect, Excellence
ICR	Intensive Cardiac Rehabilitation
JCAHO	Formerly used abbreviation for The Joint Commission.
JUSTICE CENTER	The NYS Justice Center for the Protection of People With Special Needs. Authorized to investigate reports of allegations of abuse and neglect and pursue administrative sanctions against staff found responsible for misconduct.
KRONOS	Electronic timekeeping system used by SBUH
LAWSON	Hospital purchasing system for supplies
LIP	Licensed Independent Practitioner
LISVH	Long Island State Veteran's Home, located on Stony Brook University East Campus
LMS	Learning Management System (The hospital's LMS is HealthStream)
LR	Labor Relations
MART	Medical and Research Translation building. Adult and Pediatric cancer care; Research; and teaching spaces.
M/C	Management/ Confidential. Executive level or positions involving confidential employee information (such as HR). M/C staff are non-union employees.
MICU	Medical Intensive Care Unit
NCCU	Neurological Critical Care Unit
NEO	New Employee Orientation
NETID	The single sign-on for applications hosted by West Campus servers.
NICU	Neonatal Intensive Care Unit
NYS	New York State
OEA	Office of Equity and Access - charged with ensuring that the Stony Brook University experience provides equal opportunity and is safe, welcoming and free from discrimination
OMBUDS	Campus resource to manage conflict constructively and cooperatively





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OMH	Office of Mental Health
OSHA	Occupational Safety and Health Administration. OSHA is part of the United States Department of Labor. OSHA's mission is to ensure safe and healthful working conditions for workers by setting and enforcing standards and by providing training, outreach, education and assistance.
PATIENT ACCESS PAVILION, THE	Provides registration and admission services to patients 10-story Hospital building that contains adult inpatient units with all-private rooms and is home to the Stony Brook Children's Hospital and 300-seat MART auditorium for regional and national conferences and events
PAYROLL	SBU (West Campus) HR department responsible for adjusting and distributing SBU employee compensation
PEF	Public Employees Federation. This labor union represents the hospital's Registered Nurses (T&R I's, II's and III's) and the hospital's Paramedics
PESH	Public Employee Safety & Health Bureau. Enforces safety and health standards promulgated under the United States Occupational Safety and Health Act (OSHA) and several state standards.
PICU	Pediatric Intensive Care Unit
POD	Point of Distribution – typically refers to point of distribution for vaccines. For example – Flu POD or COVID POD.
POLICY MANAGER	Electronic system which houses the hospital's policies
PONC	Pediatric Oncology
POP-UP	A temporary unit created to serve a specific purpose
PRECEPTOR (NURSING)	An experienced practitioner who provides supervision during clinical practice and facilitates the application of theory to practice for employees new to their role or specialty.
PS	PeopleSoft, the Human Resources Information Systems vendor.
PULSE, THE	The Hospital Intranet
QAPI	Quality Assurance and Performance Improvement
RED PHONES	Emergency Phones located on Nursing floors
RF	Research Foundation. Grant-based employment administered by West Campus
RONKONKOMA	Office complex at 2000 Ocean Avenue in Ronkonkoma, Home to Timekeeping, Finance and Patient Access.
SB SAFE	Stony Brooks reporting system for patient safety reporting. Workplace Violence events are also reported here.
SBAR	Situation-Background-Assessment-Recommendation. Communication protocol for handoffs.
SBELIH	Stony Brook Eastern Long Island Hospital, sometimes pronounced as "ee-lie"
SBM	Stony Brook Medicine





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SBSHH	Stony Brook Southampton Hospital
SBUH	Stony Brook University Hospital
SCUD	Pneumatic tube capsule
SECURITY	Hospital Security Services, overseen by UPD.
SHTM	School of Health Technology and Management. One of the schools located in the HSC, along with the Schools of Medicine, Nursing, and Social Work.
SICU	Surgical Intensive Care Unit
SOUTHAMPTON	Stony Brook Southampton Hospital
T&R I, T&R II, T&R III	Teaching & Research Nurse. Grade levels indicate expertise and responsibility. T&R I is the entry level, T&R III is a leadership level under Nurse Manager.
TA	Talent Acquisition
TECH PARK	The office complex bound by Technology Drive, Research Way and the section of North Belle Mead Road that runs between them in East Setauket. This location includes clinic locations for many Stony Brook Medicine medical specialties and some SBM administrative offices.
TELE	Telemetry. Electronic system designed to monitor patient heart activity
TELE TECH	Telemetry Technician
TIMEKEEPING	SBUH Finance department responsible for managing SBUH employee time and attendance reporting.
TJC	The Joint Commission
TJC STANDARDS	The Joint Commission Accreditation Requirements are categorized by Chapter, then Standard, then Elements of Performance. The Manual for these is on the Pulse at https://inside.stonybrookmedicine.edu/manuals
TUNNEL, THE	Tunnel under Nicholls Road connecting the two sides of Campus.
UBC	Unit Based Council. As part of a shared governance, this council of frontline nurses on each unit meets with the goal of identifying, evaluating and responding to challenges in patient care at the unit level. (See DNC)
UHMC USER NAME & PASSWORD	The single sign-on for applications hosted by Hospital servers.
UPD	University Police Department. The University's accredited police force.
UUP	United University Professionals. This labor union represents professional clinical, academic and other teaching and administrative employees.
WEST CAMPUS	University buildings west of Nicholls Road.
WOLFIE	The Stony Brook University Mascot. Wolfie is a sea wolf.
WOLFIENET	Stony Brook University network named for Stony Brook's Mascot.





Stony Brook University Hospital New Employee Orientation

Contact Us

Human Resources:

sbuhhr@stonybrookmedicine.edu

631-444-4700

Corporate Education and Training:

sbuhcorporateeducationandtraining@stonybrookmedicine.edu

Benefits:

benefits@stonybrookmedicine.edu

631-444-4754

Timekeeping:

time_keeping@stonybrookmedicine.edu

631-444-4370

Payroll:

state_payroll@stonybrook.edu

631-632-6161

CSEA Union / Carlos Speight:

Carlos.speight@stonybrookmedicine.edu

UUP Union / Bruce Kube:

Bruce.kube@stonybrookmedicine.edu

(copy Valerie.goldman@stonybrookmedicine.edu)

PEF Union / Anthony Tirella:

anthony.tirella@stonybrookmedicine.edu

