

# 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, _	



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### Hospital Orientation Calendar

8:45 AM	Click here to join the	Click here to join the
	Zoom Welcome!	Zoom Welcome!
	Monting ID: 752 152 5212	Monting ID : 752 152 5212
	MeetingID: 753 152 5312 Passcode: 032367	MeetingID: 753 152 5312 Passcode: 032367
9:00 AM	Virtual Welcome in	Virtual Welcome in
9:30 AM	Zoom!	Zoom!
		Includes a presentation from our health/retirement Benefits team
10:00 AM		
	Self-paced learning in the	Self-paced learning in the
10:30 AM	HealthStream LMS	HealthStream LMS
11:00 AM	Hospital New Employee	Hospital New Employee
11:30 AM	Orientation Day 1 curriculum	Orientation Day 2 curriculum LUNCH
		LONCII
12:00 PM	LUNCH	
12:30 PM		Your afternoon at the
1:00 PM		Hospital: Pick up ID Badge,
1:30 PM		Parking Registration,
2:00 PM		Welcome Gift
		"Most the Union" Mosting
2:30 PM		"Meet the Union" Meeting Location:
3:00 PM		
3:30 PM		Additional time to Pick up ID Badge,
4:00 PM		Parking Registration,
4:30 PM		Welcome Gift



### **Hospital Orientation Checklist**

### **BEFORE DAY 1**

	Read <u>eManual</u> Download approved web browser 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 <i>(optional)</i> 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 <b>Hospital New Employee Orientation Day 1</b> 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 <b>Hospital New Employee Orientation Day 2</b> 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 "Meet your Union" at 2:30 PM
_	•



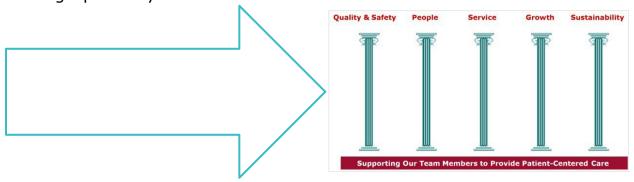
### Map It Out: Virtual Welcome in Zoom

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 f	eel about Orientation for SBUH:	
1/9			
POPI QUIZ	The hospital admitted its first two	patients on	S
	What do you value in your workplace?	What are our iCare values?	NOD OUT
		I	
		C	
		A	
		R	
		E	
	Which of my values align	with those of the hospital?	



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

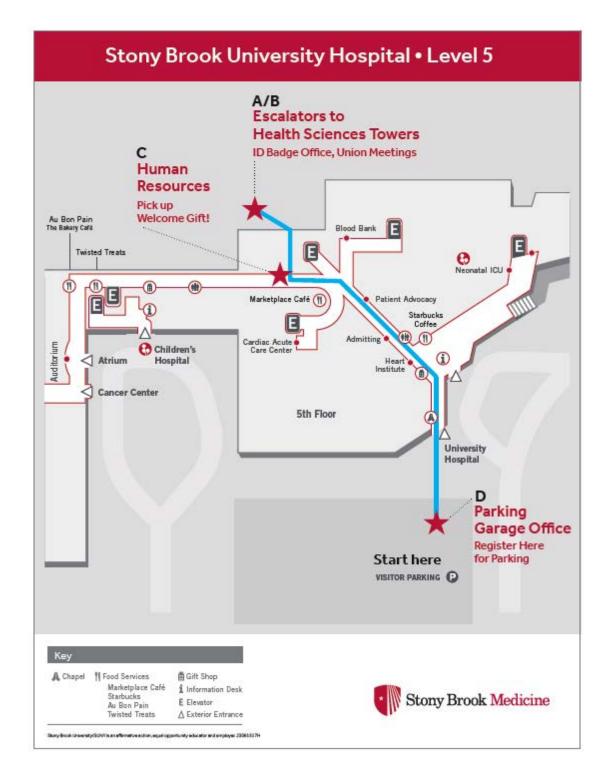




The SBUH C-Suite leader for my division is Chief Officer.

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







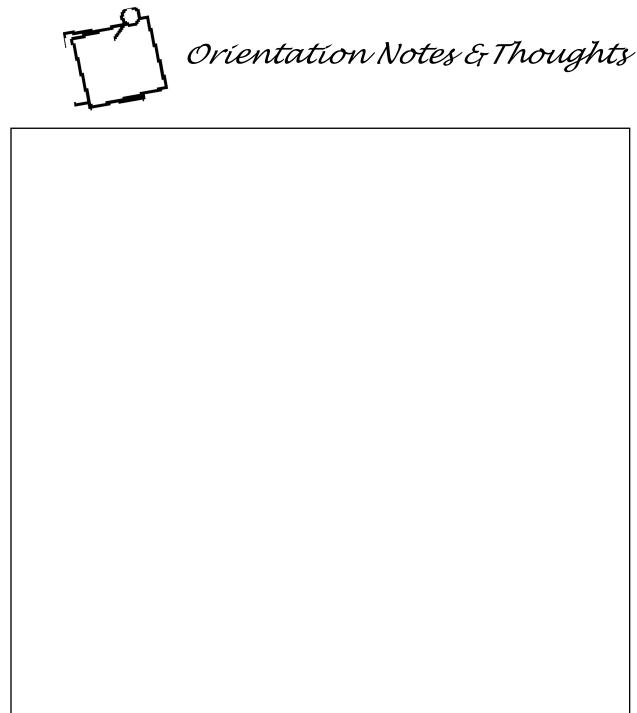
### Directions to the ID Badge/Campus Card Office

- 1. Starting at the Visitor's Desk in the hospital lobby, walk down thehallway 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 thispage.
- 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 yourleft; 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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# "First 30 Days" Scavenger Hunt

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

Ш	Stop by <b>Human Resources</b> on Level 5 and pick up my Bluetooth speaker
	Visit <b>Resilience at The Brook</b> on Level 5 and use the massage chair or meditation pod
	Browse all the employee discounts available on <b>Brookology</b>
	Visit <b>Employee Health and Wellness</b> on the 8 <sup>th</sup> floor to pick up the COVID-19 vaccine sticker for my ID Badge
	Locate all <b>dining options</b> on Level 5 (Au Bon Pain, Market Place Café, Twisted Treats, Convenience at The Brook, Starbucks)
	Take a selfie in the <b>MART</b> and tag us on social media (@stonybrookmedicine)
	Get information on joining an <a href="mailto:engagement">engagement</a> <a href="mailto:committee/workgroup">committee/workgroup</a> or becoming a <a href="Mellowstern">Wellness Champion</a>
	Complete at least one course on LinkedIn Learning
	Catch someone doing a great job and give them a <b>STAR Card</b>
	Find the <b>Human Resources</b> page on ThePulse
	Find the <b>Coronavirus Update</b> page on ThePulse
	Complete my <b>Department Orientation Checklist</b> with my supervisor/manager
	Submit my health and retirement <b>benefits</b> paperwork to benefits@stonybrookmedicine.edu

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





### 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



Jonathan M.
Buscaglia, MD,
FASGE, AGAF
Chief Medical Officer
Stony Brook University
Hospital



Gerald Kelly, DO
Chief Information
Officer
Stony Brook Medicine



Elizabeth Popwell, FACHE, PMP Chief Strategy and Transformation Officer Stony Brook Medicine



Patricia Cooper Chief Compliance Officer Stony Brook Medicine



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





Todd Griffin, MD, MBA Interim Vice President for Clinical Services and Vice Dean for Clinical Affairs Stony Brook Medicine



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



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



Colette Brown
Chief Human
Resources Officer
Stony Brook University
Hospital



Nicole Rossol Chief Patient Experience Officer Stony Brook University Hospital



Eric Morley, MD, MHA, MS, CPHQ Chief Qualify Officer Stony Brook University Hospital



Michael Pasternak, JD Hospital Counsel Stony Brook University Hospital



Tim Brown
Chief Communications
and Marketing Officer
Stony Brook Medicine



### **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

SEA, 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: <a href="https://www.verizon.com/discounts/">https://www.verizon.com/discounts/</a>

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

#### **LinkedIn Learning:** <a href="https://inside.stonybrookmedicine.edu/LyndaTraining">https://inside.stonybrookmedicine.edu/LyndaTraining</a>

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



### 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



### Commonly Used Terms and Acronyms

A CD CALVA A	
ACRONYM/ ABBREVIATION	DESCRIPTION
	Classroom schoduling system, administered by West Compus
25 LIVE	Classroom scheduling system, administered by West Campus
ACGME	Accreditation Council for Graduate Medical Education
ACP	Ambulatory Care Pavilion
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.
DDOOK THE	The hallway on Level Five of the Hospital that connects the MART to the Hospital Tower
BROOK, THE	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
4	The IT system for entering requests and creating, routing and responding to tickets
CHERWELL	(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.
<b>0050</b>	Comprehensive Psychiatry Evaluation Program. Essentially our psychiatric emergency
СРЕР	department.
	Clinical Practice Management Plan. An organization that provides billing, collection, and
СРМР	disbursement services to a number of physicians' offices associated with Stony Brook
	Medicine.
	Civil Service Employee Association. CSEA is a labor union which represents nursing
CSEA	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.
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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
НІРАА	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
	·

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.
Our iCare values of Integrity, Compassion, Accountability, Respect, Excellence
Intensive Cardiac Rehabilitation
Formerly used abbreviation for The Joint Commission.
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.
Electronic timekeeping system used by SBUH
Hospital purchasing system for supplies
Licensed Independent Practitioner
Long Island State Veteran's Home, located on Stony Brook University East Campus
Learning Management System (The hospital's LMS is HealthStream)
Labor Relations
Medical and Research Translation building. Adult and Pediatric cancer care; Research; and teaching spaces.
Management/ Confidential. Executive level or positions involving confidential employee information (such as HR). M/C staff are non-union employees.
Medical Intensive Care Unit
Neurological Critical Care Unit
New Employee Orientation
The single sign-on for applications hosted by West Campus servers.
Neonatal Intensive Care Unit
New York State
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
Campus resource to manage conflict constructively and cooperatively
Office of Mental Health
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.
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
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	An experienced practitioner who provides supervision during clinical practice and facilitates
(NURSING)	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
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	Teaching & Research Nurse. Grade levels indicate expertise and responsibility. T&R I is the
III	entry level, T&R III is a leadership level under Nurse Manager.
TA	Talent Acquisition
TDLC	Talent Development and Learning Center
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.



### Contact Us

#### **Human Resources:**

<u>sbuhhr@stonybrookmedicine.edu</u> 631-444-4700

### Talent Development and Learning Center:

SBUH TDLC@stonybrookmedicine.edu 631-444-4700, ext. 6

#### 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:

<u>Bruce.kube@stonybrookmedicine.edu</u> (copy <u>Valerie.goldman@stonybrookmedicine.edu</u>)

### PEF Union / Amy Pacholk:

amylee.pacholk@stonybrookmedicine.edu

#### Facebook

- @StonyBrookMedicine
- @StonyBrookChildrens

#### **Twitter**

@StonyBrookMed

### **Instagram**

- @StonyBrookMedicine
- @StonyBrookKids

#### LinkedIn

Stony Brook Medicine