



MEMO

TO: All Staff
CC: Will Arledge, Administrator; Jessica Broussard, LCSW/COO; Connie Amy, RN/DON
FROM: Kali Babineaux, HR Coordinator
DATE: 8/24/18
RE: Annual Re-orientation

It is time for annual re-orientation. This is **MANDATORY** for ALL staff.

Re-orientation will consist of an educational in-service with written test, hands-on competencies, and HR paperwork (Flu/Second Injury Fund/Employee Handbook). This year we are trying something different. The written test will be sent out electronically to all employees. Employees will need to take the test prior to attending re-orientation. There are 103 questions that are two points apiece. Those who score below 190 or do not complete the test by 9A on September 17th will be required to attend the re-orientation session on Wednesday, September 19th, the time to be determined. Employees who score a 190 or above on the electronic test will need to attend the re-orientation session, either Tuesday, September 18th or Wednesday, September 19th, to complete the hands-on competencies and HR paperwork.

If you have not already submitted a valid e-mail address for use when sending out the electronic test, do so by sending an e-mail to kbabineaux@genesisbh.com from the e-mail address of your choice.

If you fail to complete the scheduled re-orientation, you will be removed from the schedule until you become compliant. If any PRN employees are unable to attend the scheduled classes due to your full-time job obligations, contact your supervisor for further instruction.