









## New Employee Orientation Resources

### UW System Tools

Tool	Purpose
	UW Health's Epic Electronic Medical Record
	Healthcare Event Reporting Online – database that collects safety related events
	Time entry, time off balances; Staff scheduling for Nursing and other departments
	HR, Recruitment, Payroll, Benefits, Onboarding, Finance, Budget and Supply Chain Management
	Log system issues, systems security requests, HR forms for leaders, service requests for various areas
	Emotional wellbeing resources
	Intranet with staff directory, policies, news, resources
	Learning and development, training, resources, webinars

### Diversity, Equity, and Inclusion

#### Diversity, Equity and Inclusion Key Takeaways

Diversity, Equity and Inclusion (DEI) is a foundational competency at UW Health.

Our vision is to be a leader in actively dismantling racism in ourselves, in our system, and in our community.

We have identified six strategies to help us achieve our vision.

Embedding a DEI lens into your daily work is necessary to create an inclusive workplace culture and sense of belonging.

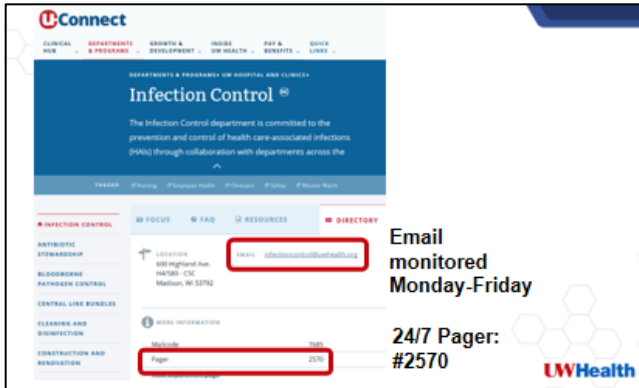
Our *Embrace DEI* Respect for People Commitment directly calls out our desire to embed antiracist behaviors and elevates the expectation for these foundational behaviors.

**UWHealth**



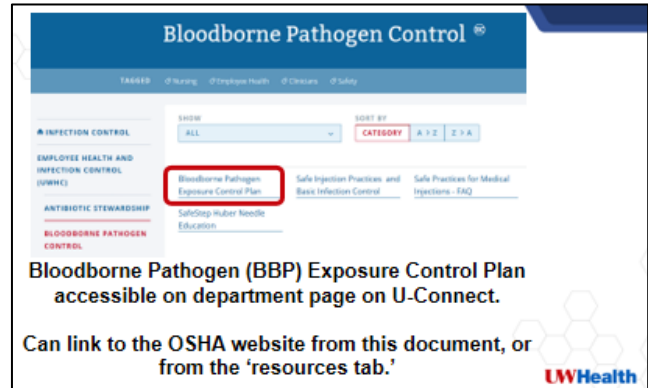
**UWHealth**

## Infection Prevention



**Email monitored Monday-Friday**

**24/7 Pager: #2570**



**Bloodborne Pathogen (BBP) Exposure Control Plan accessible on department page on U-Connect.**

**Can link to the OSHA website from this document, or from the 'resources tab.'**

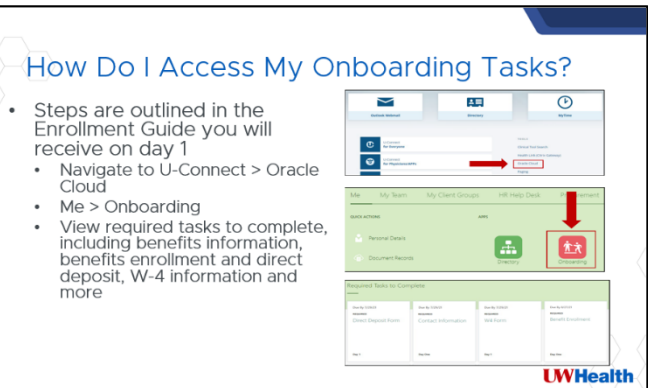
## Benefits

### Key Dates for Benefits Enrollment

Prior to Day 1	Benefits information available to you via the Onboarding Tasks within Oracle Cloud
Day 1	Refresh yourself on the benefits information provided and review other day 1 tasks, including direct deposit, W-4 and updating your personal information
Day 1 – Day 30	As you review information and your responsibilities for onboarding and have questions, contact the HR Service Center. Our team can assist you in ensuring that all questions are answered so you can have a successful enrollment
Day 30	<b>Deadline for submitting enrollment.</b> Ensure that all pending actions and required documentation is provided for a complete enrollment.

### How Do I Access My Onboarding Tasks?

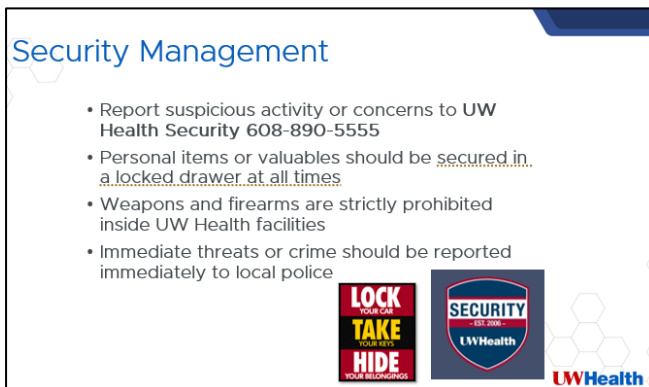
- Steps are outlined in the Enrollment Guide you will receive on day 1
- Navigate to U-Connect > Oracle Cloud
- Me > Onboarding
- View required tasks to complete, including benefits information, benefits enrollment and direct deposit, W-4 information and more



## Environment of Care

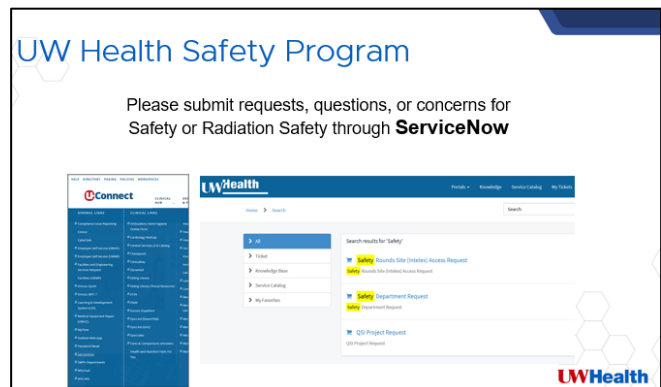
### Security Management

- Report suspicious activity or concerns to UW Health Security 608-890-5555
- Personal items or valuables should be secured in a locked drawer at all times
- Weapons and firearms are strictly prohibited inside UW Health facilities
- Immediate threats or crime should be reported immediately to local police



### UW Health Safety Program

Please submit requests, questions, or concerns for Safety or Radiation Safety through **ServiceNow**



## Compliance and Confidentiality

### Breach

#### What is a HIPAA breach?

- Acquisition, access, use or disclosure of PHI
- Not permitted under HIPAA regulations

#### What should I do if I discover a HIPAA breach?

- Gather information... Who? What? When? Where? Why? How?
- Notify supervisor
- Email the Privacy Team at [Privacy@UWHealth.org](mailto:Privacy@UWHealth.org)
- Notify privacy officer

#### What is a cyber breach?

- Intentional or unintentional release of secure or private/confidential information to an untrusted environment

#### What should I do if I discover a cyber breach?

- Gather information
- Notify supervisor
- Call the IS Service Desk (608) 265-7777



### Who to call? Business Integrity



UW Health Anonymous Compliance Hotline:  
(608) 821-4130 or (888) 225-8282



Email: [businessintegrity@uwhealth.org](mailto:businessintegrity@uwhealth.org)



Electronically: U-Connect >Compliance report  
You can submit concerns or questions anonymously.



## Wellbeing

### Physical Well-being

- Physical Well-being promotes healthy and sustainable lifestyle habits such as exercise, nutrition and sleep
- Organized Challenges

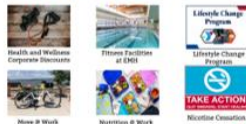
#### Focus areas:

- Ongoing Programs: Available year-round
- Additional Opportunities and Resources

#### Ongoing Programs



#### Additional Opportunities and Resources



### Wellbeing in My Workday

- Wellbeing in My Workday features practical tools and resources for incorporating wellbeing strategies into your day

#### Focus Areas:

- Appreciation @ Work
- Connection @ Work
- Nutrition @ Work
- Move @ Work
- Time Management Tools
- Wellbeing Videos
- Lactation Resources



"I believe some form of wellbeing and/or mindfulness should be incorporated into daily standard work." –UW Health Employee



### SupportLinc

#### Work-life benefits



**Legal consultation**  
Free in-person or telephonic consultation



**Financial consultation**  
Guidance and consultation from financial planners and budget specialists



**ID theft consultation**  
Free consultation and tailored recovery action plan



**Dependent care resources**

- Child care referrals
- Daycare centers
- Home child care
- Nannies
- Recreational programs

**Elder care referrals**

- Adult daycare
- Assisted living
- Home health care
- "Meals on Wheels"
- Retirement communities



**Convenience and concierge resources**

Expert referrals for everyday needs

- Home improvement
- Entertainment services
- Pet care
- Auto repair
- Wellness
- Travel
- Plumbers and handymen
- Volunteer opportunities



### SupportLinc

#### Emotional wellbeing resources to keep you at your best

SupportLinc offers expert guidance to help address and resolve everyday issues. Access support whenever, wherever is most convenient for you.



**Phone**  
In-person support from a licensed clinician (24/7/365)



**Email**  
Send us your questions or connect with a counselor



**Live chat**  
Chat live with a licensed counselor through the mobile app



**Text**  
Text support to 608-265-7777



**Real-time Scheduling**  
Schedule one-on-one with a counselor through the mobile app



**Counseling**  
Access in-person or virtual counseling sessions



**Coaching**  
Boost your personal health, learn healthy habits and establish new routines



**Text therapy**  
Exchange text messages with a coach



**Virtual group support**  
Attend an anonymous group support session



**Self-guided digital therapy**  
Improve your mental health at your own pace



## Patient and Family Experience

**Remarkable** patient and family experience is **safe, respectful, and equitable.**  
**Our patients** are the reason we are here, and **each of us** influences their **deeply personal** experiences.



## Patient Safety

### HERO

- Healthcare Event Reporting Online

- Stick to the facts
- Discuss any direct/potential harm to the patient
- Keep it concise
- Avoid blaming and/or disrespectful language
- Fill out as much as you know
- Err on the side of submitting
- Include ideas for improvement

