

2026 New Employee Orientation Schedule

Sandoval Regional Medical Center Campus

Welcome to your New Employee Orientation week. **All new hires will attend Monday and Tuesday.**

Starting Wednesday, your schedule will depend on your job. Please note this schedule is generalized so you can plan ahead.

***You will be given your exact schedule on Tuesday.**

Day	Times	Course	Location
Monday	0800 – 1430 (end time 15:30 for clinical employees) Owner: Organizational & Professional Development (OPD)	New Employee Orientation (NEO)	UNM SRMC 3001 Broadmoor Blvd.
Tuesday	0800 – 1200 Owner: Computer Learning Technologies (CLT)	UNMH Computer Orientation	HOPE Building 933 Bradbury St. CLICK HERE for map to Hope Building
	1200 – 1300	LUNCH BREAK	
	1300 – 1415	New Hire Online Annual Training (OAT)	
	1430 – 1700	UNMH Benefits Overview & Health Literacy Note: New Hires attending Benefits and HLO will receive their schedule during the morning session. All others will continue Online Annual Training until 5:00 PM.	
Please be aware that training requirements differ depending on your title. Learning Central registrations are the most accurate training schedule. You will be given a printed schedule on Tuesday morning for your specific remaining courses for your NEO week. If you do not have classes scheduled on Wednesday, you will report to your unit/department.			
Wednesday	800 – 1200 Owner: CLT	PowerChart New Hire Computer Training	HOPE Building
	1200 – 1230	LUNCH BREAK	
	1230 – 1630	PowerChart New Hire Computer Training	
Thursday and Friday	CHECK WITH YOUR AREA SUPERVISOR OR UNIT BASED EDUCATOR FOR WHEN TO REPORT FOR YOUR SHIFT		
NOTE:	Clinical Education New Hire Orientation You will be contacted with further details if you need to attend clinical orientation		
You are responsible for completing your assigned online training within 30 days of your employment unless otherwise specified. If you have questions regarding the classes that are assigned to you, contact your supervisor for clarification. If you have direct questions regarding specific classes in Learning Central, please see contacts below.			
CONTACTS			
Organizational and Professional Development (OPD) 505-272-4016 OPD@salud.unm.edu		Benefits 505-272-4201 askbenefits@salud.unm.edu	
Computer Learning Technologies (CLT) 505-272-5569 CLTLearningCoordinators@salud.unm.edu		Health Literacy (HLO) 505-272-2253 healthliteracy@salud.unm.edu	
Clinical Education (CE) 505-994-7479 LBomke@salud.unm.edu		BATCAVE 505-272-5998 batcave@salud.unm.edu	