

2012 Master Orientation Schedule

**\*\*Read across from the LEFT for each employee's class dates (Class dates are based on the date an employee attends NEO) \*\* SEE NOTES & AGENDAS BELOW\*\***

Group #	New Employee Orientation (NEO): THURSDAYS 08:00-16:30 CAB East Lounge	Clinical Hands-On Practice (CHOP): FRIDAYS 9:00 - 12:30 CAB East Lounge	VOCERA (Nursing Staff ONLY): FRIDAYS 13:00 - 14:30 UH 1328B	VOCERA (Non-Nursing Staff): MONDAYS 14:30 - 16:00 East Tower 11405A	Computer Skills Training (Downtown Campus) (RNs ONLY): TUESDAYS 07:30-16:00 WEDNESDAYS 07:30-11:00 WSK 1210		Computer Skills Training (Downtown Campus) (LPN, HCT, UST, NSC, PSC): WEDNESDAYS 14:00 - 16:00 WSK 1210	Computer Skills Training (CG Campus) MONDAYS 07:30 - 11:00 All CG Staff RNs ONLY CG-Library	Nursing Services Orientation (NSO): THURSDAYS 07:30-16:00 UH 1328B	Module Day BASIC: MONDAYS 07:30-16:00 UH 1328B	Module Day ADVANCED: THURSDAYS 07:30-16:00 UH 1328B	CPR Refresher for LICENSED staff - Last Friday of Month 08:00 - 11:00 UH 1328B	CPR for NON-LICENSED New Hires ONLY 08:00 - 12:00 EMSTAT: 550 E Genesee Ste 202 Classroom B	Multi-Disciplinary Orientation (MDO): Complete on Blackboard between these dates:	Computer Skills Training Traveling Nurses (TNs): THURSDAY of NEO 13:30-19:30 WSK 1210
11	5/24/2012 WSK 3105	5/25/2012 WSK 3105	5/25/12	5/29/2012* Wed 10405B	5/29/12	5/30/12	6/13/12		5/31/12	6/4/12	6/7/12	6/29/12	5/30/12	6/24/12 & 7/24/12	5/24/12
12	6/7/2012 WSK 3105	6/8/2012 WSK 3105	6/8/12	6/11/12	6/12/12	6/13/12	6/13/12	6/11/12	6/14/12	6/18/12	6/21/12	6/29/12	6/27/12	7/7/12 & 8/7/12	6/7/12
13	6/21/12	6/22/12	6/22/12	6/25/2012* 10405B 9:30	6/26/12	6/27/12	6/27/12	6/25/12	6/28/2012* Room TBD	7/2/12	7/5/12	7/27/12	6/27/12	7/21/12 & 8/21/12	6/21/12
14	7/5/12	7/6/12	7/6/12	7/9/12	7/10/12	7/11/12	7/18/12	7/11/12	7/12/12	7/16/12	7/19/12	7/27/12	7/25/12	8/5/12 & 9/5/12	7/5/12
14a	7/12/12	7/13/12	7/13/12	7/16/12	7/17/12	7/18/12	7/18/12	7/16/12	7/26/2012* Room TBD	7/23/12	7/31/2012*	7/27/12	7/25/12	8/12/12 & 9/12/12	7/12/12
15	7/19/12	7/20/12	7/20/12	7/23/12	7/24/12	7/25/12	8/8/12	7/25/12	7/26/2012* Room TBD	7/30/2012	8/2/12	8/31/12	7/25/12	8/19/12 & 9/18/12	7/19/12
16	8/2/12	8/3/12	8/3/12	8/6/12	8/7/12	8/8/12	8/8/12	8/8/12	8/9/12	8/13/12	8/16/12	8/31/12	8/29/12	9/2/12 & 10/2/12	8/2/12
17	8/16/12	8/17/12	8/17/12	8/20/12	8/21/12	8/22/12	8/22/12	8/22/12	8/23/12	8/27/12	8/30/12	8/31/12	8/29/12	9/16/12 & 10/16/12	8/16/12
18	8/30/12	8/31/12	8/31/12	9/4/12	9/4/12	9/5/12	9/19/12	9/5/12	9/6/12	9/10/12	9/13/12	9/28/12	9/26/12	9/30/12 & 10/30/12	8/30/12
19	9/13/12	9/14/12	9/14/12	9/17/12	9/18/12	9/19/12	9/19/12	9/17/12	9/20/12	9/25/2012* Tuesday	9/27/12	9/28/12	9/26/12	10/13/12 & 11/13/12	9/13/12
19a	9/20/12	9/21/2012 Room TBD	9/21/2012 Room TBD	9/24/12	9/25/12	9/26/12	10/3/12	9/26/12	10/4/2012* Room TBD	10/9/2012* Tuesday	10/11/12	10/26/12	9/26/12	10/20/12 & 11/20/12	9/20/12
20	9/27/12	9/28/12	9/28/12	10/1/12	10/2/12	10/3/12	10/3/12	10/3/12	10/4/2012* Room TBD	10/9/2012* Tuesday	10/11/12	10/26/12	10/31/12	10/27/12 & 11/26/12	9/27/12
21	10/11/12	10/12/12	10/12/12	10/15/12	10/16/12	10/17/12	10/24/12	10/15/12	10/18/12	10/22/12	10/25/12	10/26/12	10/31/12	11/11/12 & 12/11/12	10/11/12
21a	10/18/12	10/19/12	10/19/12	10/22/12	10/23/12	10/24/12	10/24/12	10/24/12	11/1/2012* Room TBD	11/5/12	10/25/12	11/30/12	10/31/12	11/18/12 & 12/18/12	10/18/12
22	10/25/12	10/26/12	10/26/12	10/29/2012* 10405B	10/30/12	10/31/12	11/21/12	11/7/12	11/1/2012* Room TBD	11/5/12	11/8/12	11/30/12	10/31/12	11/25/12 & 12/25/12	10/25/12
23	11/8/12	11/9/12	11/9/12	11/14/2012* Wed	11/13/12	11/14/12	11/21/12	11/14/12	11/15/12	11/19/12	12/6/12	11/30/12	11/28/12	12/8/12 & 1/8/13	11/8/12
24	11/15/12	11/16/12	11/16/12	11/19/12	11/20/12	11/21/12	11/21/12	11/21/12	11/29/12	11/26/12	12/6/12	11/30/12	11/28/12	12/15/12 & 1/15/13	11/15/12
25	12/6/12	12/7/12	12/7/12	12/10/12	12/11/12	12/12/12	12/19/12	12/12/12	12/13/12	12/17/12	12/20/12	12/28/12	TBD	1/6/13 & 2/6/13	12/6/12

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					TBD	TBD	TBD							
25a	12/18/2012* Tuesday	12/19/2012* Wednesday	12/19/2012* UH 1328B	12/20/2012* Thursday	TBD	TBD	TBD		TBD		12/28/12	TBD	1/20/13 & 2/20/13	12/18/2012* Tues. LIB220

\* Pattern Change

**HELPFUL LINKS:**  
 NEO AGENDAS & MASTER SCHEDULE [http://www.upstate.edu/hr/new\\_staff/orientation/new\\_emp\\_orientation.php](http://www.upstate.edu/hr/new_staff/orientation/new_emp_orientation.php)  
 CHOP, NSO, MOD DAY AGENDAS: [http://www.upstate.edu/hr/new\\_staff/orientation/orientation\\_clinical.php](http://www.upstate.edu/hr/new_staff/orientation/orientation_clinical.php)  
 TITLES TO ATTEND (CHOP, NSO, MOD DAYS, SPH, CPR): [http://www.upstate.edu/hr/new\\_staff/orientation/orientation\\_clinical.php](http://www.upstate.edu/hr/new_staff/orientation/orientation_clinical.php)

**Computer Systems Training for RNs: 0730-1600 WSK 1210** Contact is Steve Young 4-9174 youngs@upstate.edu

**CPR REFRESHER for LICENSED staff:** New Hires with a current card that will expire by 12/2012 will be scheduled by OTD for a refresher class to get on our 2-year schedule. Employees must have a card in order to take the refresher AND must complete the BB course. To cancel your registration go to <http://www3.upstate.edu/hr/training/index.cfm?topicid=17&go=1>

**CPR for NON-LICENSED Staff (HCT, MOA, UST): Non-Licensed Staff** will be scheduled by OTD as part of the NEO schedule. ALL non-licensed classes will be held at the **Emergency Medicine Center at 550 Genesee Street**

**\*Non-Licensed Staff (HCT, UST) working in the ED and/or with patients in restraints MUST have CPR for LICENSED Staff**

**Module Day Basic & Module Day Advanced:**

Module Day (Basic) AGENDA: [http://www.upstate.edu/hr/new\\_staff/orientation/orientation\\_clinical.php](http://www.upstate.edu/hr/new_staff/orientation/orientation_clinical.php)

Module Day Advanced AGENDA: [http://www.upstate.edu/hr/new\\_staff/orientation/orientation\\_clinical.php](http://www.upstate.edu/hr/new_staff/orientation/orientation_clinical.php)

**Nursing Services Orientation (NSO):**

NSO AGENDA: [http://www.upstate.edu/hr/document/nso\\_agenda.pdf](http://www.upstate.edu/hr/document/nso_agenda.pdf) EFFECTIVE 2/9/2012: LPNs, HCTs & USTs will attend NSO from 0730-1215 and **will return to the unit at 12:15 or after lunch break.**

Please visit the following link for the most current clinical (CHOP, NSO, MODULE DAYS) agendas: [http://www.upstate.edu/hr/new\\_staff/orientation/orientation\\_clinical.php](http://www.upstate.edu/hr/new_staff/orientation/orientation_clinical.php)

**MDO:** Employee will be enrolled in the Blackboard course and notified by OTD **\*\*Employee will not be able to log into the course prior to receiving notification\*\***

**Safe Patient Handling/Ergolift:** Included in Mod Day-Basic. Titles attending all day will receive SPH training. Titles not required to attend Module Day but ARE required to have SPH training will be scheduled at 12:00 for the SPH portion of that module day.

Please refer to the Module Day-Basic column for dates. Please refer to Titles to Attend link under Module Basic or SPH Only for titles required to attend this training.

**Vocera:** Nursing Staff will go to Vocera on Fridays after CHOP in UH1328B; Non-nursing staff will be scheduled for Mondays after NEO in EAST TOWER 11405A unless otherwise indicated; questions: contact Derek Hawkins @ 464-1400 or [hawkinsd@upstate.edu](mailto:hawkinsd@upstate.edu)