Travel/Agency Nursing Staff Orientation Agenda
As of 7/1/2014

** WELCOME TO UPSTATE **

Orientation is conducted at the Downtown Campus.
Please refer to this guide for your schedule for days 1-4 of orientation.

CLOTHING:
Scrubs are optional, but please dress comfortably. Business or casual dress during classroom orientation. After that scrubs are acceptable, any color. NO t-shirts or sweatshirts.

PARKING:
Directions & Parking: http://www.upstate.edu/directions/

** On your first day, ** we will validate your parking in the East Garage. You will need to sign up for parking, to do this you will need to bring your vehicle registration and 1st month’s payment to the Parking Office:

Upstate University Hospital - Downtown Campus Rm. 1801
Phone: 315 464-4801
Hours: 7:00 AM–4:00 PM, Monday–Friday (after hours call 315 464-5073)

DOWNTOWN CAMPUS STAFF: ** On your second day, please park where you registered to park. **

PLEASE NOTE: If you signed up to park in the garage, your ID badge may not work the first or second day, so please pull a ticket. Upon leaving, give the ticket back to the garage attendant, tell him/her you are a new employee, and they will allow you to sign-out without charge on a clipboard by providing your name and ID number. Your badge will work the next time you report.

COMMUNITY CAMPUS STAFF: ** On your second day, ** please check Shuttle schedule from Community to Downtown Campus

Shuttle Schedule: http://www.upstate.edu/parking/shuttle/
Travel/Agency Nursing Staff Orientation Schedule

FRIDAY – DAY 1

**All New Travelers**

07:00 – 07:30  Report to Payroll Office for ID Badge (*Jacobsen Hall, 1st Floor*)

07:30 – 08:50  Vocera Training
(*Campus Activities Building (CAB), RM 115A/B*)

09:00 – 12:05  Clinical Hands on Providers (CHOP) (*CAB, East Lounge*)

~ Lunch ~

13:00 – 16:00  Computer Skills Training (*Clark Tower – Located next to CAB*)
Complete New Employee Orientation Blackboard Course

**During a break or lunch, report to Employee Health for PPD Read (*Jacobsen Hall, 4th Floor*)**

MONDAY – DAY 2

**All New Travelers** (*Operating Room (OR) Travelers, please see exception*)

07:30 – 12:00  Report to University Hospital Lobby, Downtown Campus (Near Gift Shop)
Tour of Downtown Campus
Complete Mandatory Education (*Weiskotten Hall, Library 220 Computer Lab*)

07:30  *OPERATING ROOM Travelers DOWNTOWN* – Report to OR for training
*OPERATING ROOM Travelers COMMUNITY* – Report to OR for training

12:00  ~ Lunch ~

13:00 – 16:00  Competency Education (*University Hospital, RM 1328B*)

**All Returning Travelers** (Unless otherwise indicated by Nursing Support Services)

07:30  Report to Payroll Office for ID Badge (*Jacobsen Hall, 1st Floor*)
Employee Health (*Jacobsen Hall, 4th Floor*)

08:30  Report to Nursing Support Service (NSS) (*University Hospital, RM 1414*)

TUESDAY – DAY 3 & WEDNESDAY – DAY 4

07:30 – 16:00  Med Surg/ICU Travelers
EPIC Inpatient 2-Day Nurse Core (*Clark Tower – Located next to the CAB*)

ED Travelers – EPIC ASAP 1.5-Day Nurse Core
(*Tuesday, 08:00 – 16:30 & Wednesday, 12:00 – 16:30, Clark Tower – Located next to the CAB*)

**OR Travelers** – Report to your units for training

Revision 7/27/2016; Organizational Training & Development