

# Travel/Agency Nursing Staff Orientation Schedule

## FRIDAY—DAY 1

### ALL TRAVELERS

Report to Upstate University Hospital—Downtown Campus  
750 East Adams Street  
Syracuse, NY 13210

- 07:00 – 07:30      **Report to Payroll Office for ID Badge** (*Jacobsen Hall, 1<sup>st</sup> Floor*);  
**\*\*Once you receive your badge, you MUST swipe (punch) in and out**
- 07:30 – 08:50      **Vocera Training** (*Campus Activities Building (CAB), Room 115B*)  
(Nursing Business Operations will notify Traveler if they do not need to attend. Any questions contact 315-464-4420.)
- 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 the CAB), Room: Hickory or Ironwood*)  
**Complete New Employee Orientation Blackboard Course**

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

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## MONDAY—DAY 2

### ALL TRAVELERS

Report to Upstate University Hospital—COMMUNITY CAMPUS  
4900 Broad Road  
Syracuse, NY 13215

**\*\*Enter through the Golisano After Hours entrance, we will meet in the Golisano lobby/east lobby of the hospital\*\***

- 08:00 – 12:00      **Complete Mandatory Education on Blackboard** (*Room: Library 1370*)
- 12:00                      ~ Lunch ~
- 12:30 – 16:00      **Competency Education** (*Room: Basement 0246 – Clinical Education Office*)

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## TUESDAY—DAY 3 & WEDNESDAY—DAY 4

Report to Upstate University Hospital—Downtown Campus  
750 East Adams Street  
Syracuse, NY 13210

- 07:30 – 16:00      **Med Surg/ICU Travelers**  
EPIC Inpatient 2-Day Nurse Core (*Clark Tower—Located next to the CAB*)  
(Nursing Business Operations will notify Traveler if they do not need to attend. Any questions contact 315-464-4420.)
- ED Travelers**  
**Tuesday**—EPIC ASAP 1.5-Day Nurse Core, 08:00 – 16:30, Clark Tower—Located next to the CAB  
**Wednesday—08:00 Report to ED**; EPIC ASAP 1.5-Day Nurse Core, 12:00–16:30, Clark Tower  
(Nursing Business Operations will notify Traveler if they do not need to attend. Any questions contact 315-464-4420.)
- OR Travelers**—Report to OR at assigned campus at 07:00