Travel/Agency Nursing Staff Orientation Agenda

** 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/](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 schedules can be found at: [http://www.upstate.edu/parking/student/shuttle.php](http://www.upstate.edu/parking/student/shuttle.php)
Travel/Agency Nursing Staff Orientation Schedule

**FRIDAY – DAY 1**

**ALL 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), 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 CAB), Juniper Room)*
Complete New Employee Orientation Blackboard Course

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

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**MONDAY – DAY 2**

**ALL TRAVELERS**

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

12:00 ~ Lunch ~

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

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**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)*
(Nursing Business Operations will notify Traveler if they do not need to attend. Any questions contact 315-464-4420.)

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)*
(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 07:00**