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

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<tr>
<th>Time</th>
<th>Activity</th>
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<tr>
<td>07:00 – 07:30</td>
<td>Report to Payroll Office for ID Badge <em>(Jacobsen Hall, 1st Floor)</em></td>
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| 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)*  
(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 TRAVELERS

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| 07:30 – 12:00 | Report to University Hospital Lobby, Downtown Campus (Near Gift Shop)  
Tour of Downtown Campus  
Complete Mandatory Education  |
| 12:00 | ~ Lunch ~  |
| 12:30 – 16:00 | Competency Education *(University Hospital, RM 1328B)*  |

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**