



## **New Employee Orientation (NEO) For Community Campus Travel Nurses**

# **\*\* WELCOME TO UPSTATE \*\***

NEO is conducted at the Downtown Campus. Please refer to this guide for your schedule on the first, second and third days of (NEO).

Plans may vary slightly depending upon your job title and work location. Unless you have been instructed differently by your supervisor, you may assume this is your schedule. If you have additional questions, please see the New Employee Orientation (NEO) or Clinical Hands-On Provider (CHOP) facilitator.

### **CLOTHING:**

Scrubs are optional, but please dress comfortably. You will not have patient contact during the first 3 work days. You will be participating in an orientation lecture, computer skills education, hands-on clinical training and other classroom training.

### **PARKING:**

***On your first day***, we will validate your parking in the East Garage. You will have an opportunity to sign up for parking for the Community Campus during lunch on your first day.

***On your second day***, again please park in the East Garage, and we will validate your parking for your Clinical Hands-On Provider (CHOP) training.

### **MEALS:**

A continental breakfast and lunch are provided on your first day of orientation.

**\* PLEASE TURN OVER FOR ADDITIONAL SCHEDULE INFORMATION. \***

# Travel Nurse Schedule for Community Campus

## DAY 1 ORIENTATION SCHEDULE

07:30 – 08:30	Report to Payroll to pick up your ID Badge (Jacobsen Hall Lobby)
08:30 – 12:00	Orientation (Campus Activities Building –CAB- East Lounge)
12:00 – 13:00	Lunch & Parking Sign Up
13:00 – 14:00	Orientation
14:30 – 18:00	Report to Community Campus for Computer Skills Training (Staff Library)

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## SECOND DAY ORIENTATION SCHEDULE

9:00 – 12:30 PM	Clinical Hands-On Provider (CHOP) Orientation (CAB, East Lounge)
12:30	Dismissed for the day

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## THIRD DAY ORIENTATION SCHEDULE

7:30 – 16:00	Full day of Mandatory Education –  Report to the Community Campus Lobby to be met by a <b>Clinical Educator</b> Upon arrival to the Community Campus. Park in either section of the G-lots (not gated). Directions & Parking: <a href="http://www.upstate.edu/directions/">http://www.upstate.edu/directions/</a>
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