

Travel/Agency Nursing Staff Orientation Schedule

FRIDAY—DAY 1

ALL TRAVELERS

Report to Upstate University Hospital—Downtown Campus Syracuse, NY 13210

07:30am Report to Jacobson Hall Main Lobby -175 Elizabeth Blackwell St (*park in visitor garage*)

****Once you receive your badge, you MUST swipe (punch) in at start of shift and out at end of shift (You do not have to swipe in and out for lunches and breaks).**

07:45am-9:00am Report to Clark Tower -Ironwood- VOCERA Training

09:00am – 4:00pm Complete Mandatory Educations #1-6 first, (Pg 11-14)

****Register your vehicle with the parking office Rm UH 1519, next to the pharmacy 7:00am to 4:00pm****

MONDAY—DAY 2 **MAKE SURE TO WEAR SCRUBS**

ALL TRAVELERS REPORT TO UPSTATE UNIVERSITY HOSPITAL—DOWNTOWN CAMPUS

7:00-9:00am **Mandatory Skills Competency Report to Campus Activity Building** 155 Elizabeth Blackwell Room 115-- Time clock is in between double doors of entrance. Please clock in.

9:00 **Fit Testing- CAB**

9:00am-3:00pm **After Fit Testing Mandatory BB educations-** Wieskotten Hall Library Computer Room 220

3:00-7:00pm **Please report to your department**

ALL TRAVELERS WHO WILL BE WORKING AT THE COMMUNITY CAMPUS

After Fit testing report to Community Campus Computer Library. You may shuttle or drive - enter through the Golisano AFTER-HOURS entrance, go to the left of the main entrance security desk, and report to community campus library room 1370 contact managers for further assistance.

TUESDAY—DAY 3 & WEDNESDAY—DAY 4

7:30am-4:00pm **Med Surg/ICU Travelers – Refer to additional schedule for location**
EPIC Inpatient 2-Day Nurse Core
(*Nursing Business Operations will notify Traveler if they do not need to attend. Any questions contact 315-464-4420*)

ED Travelers

Tuesday—EPIC ASAP 08:00 – 16:30

Wednesday—**08:00 Report to ED**; EPIC ASAP 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 the unit as scheduled in Kronos