Travel/Agency In-Patient 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 and out**

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

09:00am – 4:00pm  
Complete Mandatory Educations #1-6 first, (Pg 16)

**Register your vehicle with the parking office Rm UH 1519, next to the pharmacy**

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**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-- swipe in, in between double doors of entrance.

9:00am-3:00pm  
Mandatory Brightspace education- Weiskotten Hall Library Computer Room 220
If you qualify to the take the EPIC Brightspace test-out, you will be notified of this and should take this course first as it needs to be completed by 2:00PM Monday. If you pass the course, you will not need to attend the 2-day in-person EPIC class; if you do not pass the course, you will need to attend the 2-day in-person course on Tuesday and Wednesday. Your Kronos schedule will be adjusted once we receive notification of passing course completion

*** Employee Health will be in the library to conduct fit testing from 10:00am-2:00pm

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

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**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)

Created by Molly Lanza BSN,RNC – PDL 11/10/2022; Updated NBO 4/10/2023