

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****

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 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**

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)