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 and out**

07:45am-9:00am Report to either Clark Tower - Ironwood or the WH Library computer lab room 222C for VOCERA Training Facilitator will direct you

09:00am – 4:00pm Complete Mandatory Educations #1-6 first, (Pg 16-20)

**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.

9:00  Fit Testing- CAB

9:00am-3:00pm 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 you may shuttle or drive to the community campus and report to Community Campus- enter through the Galliano’s AFTER-HOURS entrance, go to the left of the 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 |

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OR Travelers — Report to the unit as scheduled in Kronos