Travel/Agency Nursing Staff Orientation Schedule

FRIDAY—DAY 1

ALL TRAVELERS
Report to Upstate University Hospital—Downtown Campus
750 East Adams Street
Syracuse, NY 13210

07:30 Report to Jacobson Hall Main Lobby
**Once you receive your badge, you MUST swipe (punch) in and out

08:30 – 10:00 Computer Skills Training, (Nursing Business Operations will notify Traveler if they do not need to attend. Any questions contact 315-464-4420.)

10:00 – 4:00 Complete New Employee Orientation (NEO) Blackboard Course **See page 9**
Clinical Hands on Providers (CHOP) Blackboard Course **See page 10**
Vocera Blackboard Course **See page 10**

** During a break or lunch, report to Employee Health for PPD Read (Jacobsen Hall, 4th Floor) **

MONEY—DAY 2

ALL TRAVELERS
Report to Upstate University Hospital—COMMUNITY CAMPUS
4900 Broad Road
Syracuse, NY 13215

**Enter through the Golisano After Hours entrance, we will meet in the Golisano lobby/east lobby of the hospital**

08:00 – 10:00 Skills Competency Education (Room: Basement 0246—Clinical Education Office)

10:00 – 12:00 Complete Mandatory Education on Blackboard (Room: Library 1370) **See top of page 9**

12:00 – 12:30 ~ Lunch ~

12:30 – 16:00 Complete Mandatory Education on Blackboard (Room: Library 1370) **Pages 9-12**
RETURN TO LIBRARY TO COMPETE MANDATORY EDUCATION

TUESDAY—DAY 3 & WEDNESDAY—DAY 4

Report to Upstate University Hospital—Downtown Campus
750 East Adams Street
Syracuse, NY 13210

07:30 – 16:00 Med Surg/ICU Travelers
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 1.5-Day Nurse Core, 08:00 – 16:30
Wednesday—08:00 Report to ED; EPIC ASAP 1.5-Day Nurse Core, 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 OR at assigned campus at 07:00