

**UCSF MEDICAL CENTER**

**2009 ORIENTATION DATES with  TRAINING**

**Career / Per Diem / Traveler Nurses (except OR & PACU nurses)**

Monday	Tuesday	Wednesday		Thursday	
<b>Career And Per Diem RNs:</b>  <b>New Employee Orientation*</b>  <b>See locations under each date</b>  <b>0815 – 1630</b>	<b>All RNs:</b>  <b>Nursing Orientation* Day 1</b>  <b>Mount Zion Room C-106</b> (unless otherwise noted)  <b>Career/Per Diem 0830 – 1630</b> <b>Travelers: 1230 – 1630</b>	<b>Adults:</b>  <b>Nursing Orientation* Day 2</b>  <b>Mount Zion Room C-106</b> (unless otherwise noted)  <b>0830 – 1230</b>	<b>Pediatrics &amp; Perinatal:</b>  <b>UCare Class*</b>  <b>533 Parnassus Room U-80</b>  <b>0830 – 1230</b>	<b>Adults:</b>  <b>UCare Class*</b>  <b>533 Parnassus Room U-80</b>  <b>0830 – 1730</b> <b>except for career/per diem critical care RNs**</b> <b>0830 – 1230</b>	<b>Pediatrics &amp; Perinatal:</b>  <b>Nursing Orientation* Day 2</b>  <b>Mount Zion Room C-106</b> (unless otherwise noted)  <b>0830 – 1230</b>
<b>Travelers DO NOT attend</b>	<b>NP's and Home Care nurses DO NOT attend Nursing Orientation and UCare</b>				
Mon, Jul 13 <b>C-701</b>	Tue, Jul 14	Wed, Jul 15	Wed, Jul 15	Thu, Jul 16	Thu, Jul 16
Mon, Aug 10 <b>C-701</b>	Tue, Aug 11	Wed, Aug 12	Wed, Aug 12	Thu, Aug 13	Thu, Aug 13
Mon, Sep 14 <b>LOCATION TBA</b>	Tue, Sep 15	Wed, Sep 16	Wed, Sep 16	Thu, Sep 17	Thu, Sep 17 <b>MZ C-126</b>
Mon, Oct 5 <b>LOCATION TBA</b>	Tue, Oct 6	Wed, Oct 7	Wed, Oct 7	Thu, Oct 8	Thu, Oct 8
Mon, Nov 2 <b>LOCATION TBA</b>	Tue, Nov 3	Wed, Nov 4	Wed, Nov 4	Thu, Nov 5	Thu, Nov 5 <b>MZ C-126</b>
Mon, Dec 7 <b>LOCATION TBA</b>	Tue, Dec 8	Wed, Dec 9	Wed, Dec 9	Thu, Dec 10	Thu, Dec 10

\* NOTE: Training program participants should check with their training program coordinators regarding the dates/times/locations for their specific training program orientation.

\*\* ALL travelers on adult and pediatric acute/transitional/critical care units must attend the entire UCare session as they may float to other units that document more extensively in UCare.

## Operating Room RN Career Staff/Per Diem

Monday	Tuesday	Wednesday	Thursday	Friday
<b>Career And Per Diem RNs:</b>  <b>New Employee Orientation*</b>	<b>All RNs:</b>  <b>Nursing Orientation</b> <b style="color: red;">Day 1</b>		<b>OR RNs only:</b>  <b>PIC-106</b> <b>“PICIS-ORN”</b>	
<b>Mount Zion Herbst Hall</b> (unless otherwise noted)	<b>Mount Zion Room C-106</b> (unless otherwise noted)		<b>Refer to UC Learning Management System for class information</b>	
<b>0815 – 1630</b>	<b>Career/Per Diem 0830 – 1630</b>  <b>Travelers: 1230 – 1630</b>		<b>0800-1600</b>	
Mon, Jul 13 <b style="color: red;">C-701</b>	Tue, Jul 14			
Mon, Aug 10 <b style="color: red;">C-701</b>	Tue, Aug 11			
Mon, Sep 14 <b style="color: red;">LOCATION TBA</b>	Tue, Sep 15			
Mon, Oct 5 <b style="color: red;">LOCATION TBA</b>	Tue, Oct 6			
Mon, Nov 2 <b style="color: red;">LOCATION TBA</b>	Tue, Nov 3			
Mon, Dec 7 <b style="color: red;">LOCATION TBA</b>	Tue, Dec 8			

## PACU RN Career Staff/Per Diem

Monday	Tuesday	Wednesday	Thursday	On Unit:
<b>Career And Per Diem RNs: New Employee Orientation*</b>	<b>Nursing Orientation Day 1</b>	<b>Nursing Orientation Day 2</b>  <i>(career / per diem RNs only)</i>	<b>UCare Class</b>	<b>PACU RNs only:  PIC-310W "PICIS-PACU"</b>
<b>Mount Zion Herbst Hall</b> <i>(unless otherwise noted)</i>	<b>Mount Zion Room C-106</b> <i>(unless otherwise noted)</i>	<b>Mount Zion Room C-106</b> <i>(unless otherwise noted)</i>	<b>533 Parnassus Room U- 80</b>	<b>Refer to UC Learning Management System for class information</b>
<b>0815 – 1630</b>	<b>Career/Per Diem 0830 – 1630 Travelers: 1230 – 1630</b>	<b>0830 – 1230</b>	<b>0830 – 1730 except for career/per diem critical care RNs** 0830 – 1230</b>	<b>TBA</b>
Mon, Jul 13 <b>C-701</b>	Tue, Jul 14	Wed, Jul 15	Thu, Jul 16	
Mon, Aug 10 <b>C-701</b>	Tue, Aug 11	Wed, Aug 12	Thu, Aug 13	
Mon, Sep 14 <b>LOCATION TBA</b>	Tue, Sep 15	Wed, Sep 16	Thu, Sep 17	
Mon, Oct 5 <b>LOCATION TBA</b>	Tue, Oct 6	Wed, Oct 7	Thu, Oct 8	
Mon, Nov 2 <b>LOCATION TBA</b>	Tue, Nov 3	Wed, Nov 4	Thu, Nov 5	
Mon, Dec 7 <b>LOCATION TBA</b>	Tue, Dec 8	Wed, Dec 9	Thu, Dec 10	

\*\* Since the adult ICUs do not document extensively in UCare, career/per diem RNs in the ICUs need to attend only the first 4 hours of UCare training. However, ALL travelers on adult and pediatric acute/transitional/critical care units must attend the entire UCare session as they may float to other units that document more extensively in UCare.

### PCAs & PSAs

Monday	Tuesday	Wednesday	Thursday	Friday
<b>NEW EMPLOYEE ORIENTATION</b> <b>Mount Zion Herbst Hall</b> (unless otherwise noted) <b>0815 – 1630</b>		<b>ORIENTATION</b> <b>533 Parnassus</b> <b>0830-1230</b> <b>(rooms TBA)</b> <b>UCARE in U-80</b> <b>1330-1600</b>	<b>Notes:</b> <ul style="list-style-type: none"> <li>• PSAs do not attend UCare training.</li> <li>• PCAs in adult and pediatric critical care units also do not attend UCare training.</li> </ul>	
Mon, Jul 13 <b>C-701</b>		Wed, Jul 15 <b>U-458</b>		
Mon, Aug 10 <b>C-701</b>		Wed, Aug 12 <b>S-174</b>		
Mon, Sep 14 <b>LOCATION TBA</b>		Wed, Sep 16 <b>TBA</b>		
Mon, Oct 5 <b>LOCATION TBA</b>		Wed, Oct 7 <b>TBA</b>		
Mon, Nov 2 <b>LOCATION TBA</b>		Wed, Nov 04 <b>TBA</b>		
Mon, Dec 7 <b>LOCATION TBA</b>		Wed, Dec 9 <b>TBA</b>		

**Please Note:**

- For updated dates, please go online to Nursing Manuals <http://manuals.ucsfmedicalcenter.org/NursingDept/index.shtml>. Click on Orientation. Please contact Nursing Education (353-1993) if you have any questions.
- **All career employees need to attend Hospital Orientation within 30 days of hire.**
- **Career/Per Diem RNs** – Career and Per Diem RNs must attend a full-day Nursing Orientation class AND a half-day Day 2 class (EXCEPTIONS: OR RNs, NPs, and Home Care RNs do not attend Day 2).
- **Traveler RNs** – Travelers attend “RN Orientation Day 1” only from **1230 – 1630** and “RN Orientation Day 2” from 0830-1230 (except OR RNs), and UCare training (if on a unit using UCare).
- **PACU / OR RNs** – PICIS classes are posted on the new UC Learning Management System: <https://learningcenter.ucsfmedicalcenter.org/>  
Access this site to enroll and/or to view any updates to the course, date, time, and location.
- **PCAs** – PCA orientation is strongly recommended prior to working on the unit.
- **USCs** – Please schedule all new USCs for a 2-hour orientation appointment (353-1695) and IDX Training (353-3452). For IDX course descriptions and dates/times/locations, visit the new UC Learning Management System: <https://learningcenter.ucsfmedicalcenter.org/> Managers can schedule IDX classes online or contact Paris Jefferson or Donna Chao at 353-3452.
- **UCare/Sentillion notes:**
  - RN career and per diem staff must attend UCare if: (1) they will be working on a UCare unit, (2) the unit staff are currently being trained for UCare, or (3) they will be working in the med/surg float pool.
  - Travelers in **acute, transitional, and intensive care units** must attend UCare class (EXCEPTIONS: ED, OR, and PACU).
  - PCAs in **acute care, transitional care, and float pool** will attend a 3-hour UCare class (EXCEPTIONS: ED, adult/pediatric critical care). If the PCA is from the ED or adult/pediatric critical care, they will only need to attend the morning session of orientation.