

Clinical Orientation Frequently Asked Questions

Welcome to Vanderbilt! We are so happy to have you join our team. Prior to beginning your new role in your department, you must complete a weeklong orientation period. We understand you are receiving a lot of new information in a brief period. This FAQ is a useful tool to help guide you during your first week at Vanderbilt.

1. What days do I have orientation sessions on during my orientation week?

Answer: Skills day is dependent on your role at Vanderbilt. However, below is a simple breakdown of what your schedule will look like during orientation week.

MONDAYS: Medical Center Orientation

TUESDAYS: Teams orientation

WEDNESDAYS: Skills day (Licensed staff)

THURSDAYS: Skills day (Non-licensed staff)

***All staff EXCEPT care partners:** eStar (EPIC) training will be held on a day when you do not have any other orientation sessions. Typically, this will occur on any day, **Wednesday-Friday**, when you do not have anything else scheduled. You may have additional specialized eStar training the following week.

2. What day and times is my online Teams orientation day?

Answer: Teams orientation is held on Tuesdays. It is all virtual. It begins at 0800 and ends at 1300 (approximately).

3. How do I join the online Teams orientation?

Answer: An email about Teams orientation is sent to your personal email address that you gave to Vanderbilt when you were hired. This email will be sent on the Wednesday prior to the Tuesday you are scheduled for Teams orientation. Please check your personal email address, including your spam folder, if you are having difficulty finding this email. If you have a Microsoft Teams account, you can join with your personal account. If

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you do not have a Microsoft Teams account, please refer to the email attachment about how to join our Teams orientation without a Teams account. Detailed steps on how to join a Teams meeting are in this attachment.

4. What day do I attend for my skills day?

Answer: This depends on your specific job title and role. All licensed staff (Registered Nurses, Licensed Practical Nurses, Graduate Practical Nurses, Paramedics, and AEMT's.) attend skills day on Wednesdays. All non-licensed individuals, such as care partners or patient care technicians, attend skills day on Thursday. If you are unsure of what skills day you attend, or if you need to attend a skills day, please contact clinical.orientation@vumc.org

5. What time does the skill day start and end?

Answer: Skills day begin at 0800 and end at 1430 (approximately).

6. Where do I go for my skills day?

Answer: Skills day, regardless if you are scheduled for Wednesday or Thursday, is held at 3401 West End in Suite 100.

7. Where do I park for my skills day?

Answer: You can park in N LOT 73A and take the shuttle to 3401 on West End. To find the N LOT please see the Vanderbilt Parking Map and N LOT map below. N LOT is also accessible when searched in google maps and/or in your GPS system.

https://www.vanderbilt.edu/traffic_parking/maps/Parking_Map.pdf
https://www.vumc.org/med-center-parking/sites/default/files/public_files/N-Lot-Map.pdf

8. What time does the 3401 West End shuttle leave from the N LOT? What color shuttle is the 3401 West End shuttle?

Answer: The 3401 shuttle leaves the N lot at 22 and 52 minutes past each hour and is not associated with a specific color. It does say "3401 West End" on the shuttle.

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9. What do I wear to my skills day?

Answer: Please wear scrubs or business casual clothing to your skills day.

10. Is lunch provided at skills day?

Answer: Lunch is not provided. However, we do supply coffee, tea, hot chocolate, and water. There are vending machines and there is a deli on the third floor of 3401 West End. We want you to be comfortable during skills day and we highly encourage you to bring your own snacks and/or lunch. We do have refrigerators and microwaves on site if you plan to bring your own lunch and/or snacks.

11. I need to get my TB skin test read. Where can I do this?

Answer: You can have your TB skin test read either on skills day or you can visit occupational health at 1211 21st Ave South Suite 640 Nashville, TN. If you choose to have it read on your skills day, please make sure to have either your VUMC email address accessible on your mobile device, your 'My Health at Vanderbilt' accessible on your mobile device or bring a physical copy of the TB skin test form with you to your skills day to help ease this process.

12. How do I log into my Vanderbilt email account?

Answer: You will receive instructions in Medical Center Orientation on Monday for how to log into your Vanderbilt email via computer. Vanderbilt uses Outlook as their email source. Instructions for how to log into your Vanderbilt email account via phone can be found below. Please note that instructions do differ depending on the type of phone you have.

Apple Phones

<https://www.vumc.org/it/sites/default/files/ExpeditionTech/ET-BYOD-Doc-SetupGuide-iOSMAM.pdf>

Android Phones

<https://www.vumc.org/it/sites/default/files/ExpeditionTech/ET-BYOD-Doc-SetupGuide-AndroidMAM.pdf>

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13. I am having trouble accessing my VUMC email. What should I do?

Answer: If you are having difficulty with accessing your VUMC email and/or setting it up on your mobile device please call the HELP desk at (615) 343-HELP.

14. When do I have eStar (EPIC) training?

Answer: This is dependent on what day you do not have skills day and when eStar schedules you for training. eStar training occurs when you are NOT attending other orientation sessions. For instance, if you have skills day on Wednesday, you will not have eStar training on Wednesday. If you have skills day on Thursday, you will not have eStar training on Thursday. If you have any questions regarding eStar training, please contact eStar at estartraininglogistics@vumc.org

Care Partners only: All care partners will complete their eStar training online via Learning Exchange.

15. What email address will eStar (EPIC) send me information about my eStar training too?

Answer: eStar will send all information about your eStar instructions to your VUMC email address. If you do not receive an email from your instructor 24 hours prior to your scheduled training, please contact eStar Training Logistics at estartraininglogistics@vumc.org

Care Partners only: All care partners will receive an email from the LMS to their VUMC email address indicating enrollment into the Self-Paced eLearning for Care Partners.