

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 Clinical Orientation. We understand you are receiving a significant amount of information in a brief period. We hope 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: Below is a simple breakdown of what your schedule will look like during orientation week.

MONDAYS: Medical Center Orientation

TUESDAYS: Online Clinical Orientation FAQ (optional for all staff)

WEDNESDAYS: Skills Day (Licensed staff)

THURSDAYS: Skills Day (Non-licensed staff)

***All staff EXCEPT care partners:** eStar (EPIC) training takes place 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 is the optional Online Clinical Orientation FAQ?

Answer: Your first week at Vanderbilt can be overwhelming and stressful! The online optional Clinical Orientation FAQ takes place on Tuesdays from 12:00 pm – 12:30 pm. If you have any questions about Skills Day, please join the Online Clinical Orientation on Tuesdays. To join the optional Online Clinical Orientation FAQ, please click [HERE](#).

2. What time is the optional Online Clinical Orientation FAQ?

Answer: It is on Tuesday from 12:00 pm – 12:30 pm.

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3. 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 (Care Partners, MRI Techs, CT Techs, Endoscopy Techs, Radiology Techs, Dialysis Techs, Interventional Radiology Techs, Patient Care Techs, Home Health Aides, Mental Health Specialists) attend Skills Day on Thursday. **If you are unsure of what skills day you attend, please contact clinical.orientation@vumc.org**

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

Answer: Both Skills Days begin at 8:00 am. Licensed Skills Day is scheduled until 4:00 pm and Non-Licensed Skills Day is scheduled until 3:30 pm. Please note, the end times of both skills day are approximate, and some new hires do not have to complete all the skills taught during skills day.

5. Where do I go for my skills day?

Answer: Skills Day, both Wednesday and Thursday, takes place at 3401 West End in Suite 100.

6. 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

7. 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.

8. What do I wear to my skills day?

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

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9. Is lunch provided at skills day?

Answer: Clinical Orientation does not provide lunch. However, we do offer 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.

10. 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.

11. 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 is 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>

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

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

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

Answer: This depends 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.

14. 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.

15. I have questions about my eStar training. Who do I contact?

Answer: If you have any questions regarding eStar training, please contact eStar at estartraininglogistics@vumc.org