

Onboarding Guide for UVA Health International Nurses

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BEFORE YOUR FIRST DAY

1) Get Acclimated

- Check in with your manager to coordinate on a time that you will meet your manager onsite, as well as to discuss work schedule guidelines and expectations.**
UVA Health International Nurses are expected to be in communication with their manager before their first day and to be on-site for their first day unless alternative arrangements have been made with their manager.

- Be sure to discuss the following items with your manager:**
 - Where you can obtain a laptop/technology/mobile phone, if required
 - Overview of school/unit and VP area
 - Department mission, goals, and culture
 - Tour of department/unit (if applicable)
 - Introduction to department/school leaders, team members, key contacts, customers
 - Stay in contact (especially if you will be working remotely)
 - Job description and performance expectations
 - Designated or non-designated status
 - Confidentiality and privacy expectations

2) Claim Your UVA Computing Account

- International Nurses:** Read the 'Account Claim' email that you should have received from identity@virginia.edu prior to your start date. Follow the steps as outlined in the [First-Time Account Activation Guide](#).

After you have completed all of the necessary steps, you will have obtained your Computing ID, created a UVA Password, and set up Security Questions and a device to use with 2-Step Login (Duo). Follow the [New to UVA IT Checklist](#) to learn how to request your UVA email account, set up Zoom, request administrative access to systems, and more.

Do you have a prior affiliation with UVA?

As a former or current employee, student, applicant, contractor/vendor, etc., you have already activated your account and will not receive an email. You will use your login credentials to log in to Workday and other UVA systems in the future.

We understand that life happens and that it can be difficult to remember all the login credentials you might have across all the various websites, platforms, and systems. No worries! If you have forgotten your UVA credentials, [learn your UVA computing ID or reset password](#). If you have not enrolled your preferred devices, [add your devices to 2-Step Login \(Duo\)](#).

If you are unable to get your UVA password, computing ID, or set up a device for Duo, contact the [UVA Help Desk](#) at (434) 924-4357 for assistance.

3) Confirm Access to Zoom

Your orientation will consist of a live, virtual event that will be hosted via Zoom – the Zoom Orientation Session from 8:30a to 10:00a, which continues from 10:00a – 11:00a for those with Benefits.

To ensure that you can join the live, virtual event seamlessly and on time, International Nurse New Hires are **strongly encouraged** to create an account and install the Zoom app to their device if one has not already been created and/or if the app has not already been installed.

For more information about Zoom, and for helpful tips and troubleshooting assistance, check out [Getting started guide for new users](#)

Don't have a Zoom account yet? Learn how to [sign up!](#)

Want to download the Zoom app? [Download Zoom!](#)

ON YOUR FIRST DAY – ORIENTATION

1) Attend Live, Zoom Orientation Session

UVA Health offers a hybrid orientation session for UVA Health New Hires and International Nurse New Hires only. These are scheduled on a biweekly basis on Mondays; however, if an orientation Monday coincides with a holiday, then the orientation date will be moved to the following day (i.e., Tuesday).

Things for International Nurses (and their Managers) to keep in mind:

- **Parking:** International Nurses should plan to park in an outlying lot for the onsite and can obtain a temporary parking permit that will be valid for two (2) weeks.

International Nurses should plan to:

1. [Print their two-week temporary pass](#) **before** their first day (**but by no earlier than the Friday before their orientation date**)

IMPORTANT

DO NOT [DOWNLOAD/PRINT YOUR TEMPORARY PARKING PASS](#) UNTIL THE **FRIDAY BEFORE YOUR ORIENTATION DATE.**

2. **Park in Emmet/Ivy Garage** (123 Emmet St N, Charlottesville, VA 22903)
3. **Take the University Transit System (UTS) – BLUE Line shuttle** to the **Lee St @ Medical Center** stop, which is located across from the main entrance to the hospital.

4. Once inside the Main Entrance of the hospital, walk through the corridor that leads past the UVA Primary Care Center and to the West Complex. At the end of this long corridor, you will see signage for the UVA Health Onboarding Office Hours. Office Hours are in the West Complex on the 1st floor in the Medical School Auditorium. Signage will be posted along the route once you reach the West Complex building.
5. You may also choose to walk outside the hospital building from the bus route to the West Complex. Follow Lee Street back toward JPA, cross over JPA and the West Complex will sit on the hill in front of you. Once inside the main entrance, there will be signage posted directing you to the Office Hours in the Medical School Auditorium.

Please see the instructions on the temporary parking pass regarding where you may park and which bus to take. For instance, the temporary parking pass notes:

- If you are parking between 5:00 and 7:00a, you would park at the Scott Stadium Commuter Lot and take the UTS Red Line to the Medical Center;
- If you are parking after 7:00a, you would park in the Emmet/Ivy Garage, and take the UTS Blue Line to the Medical Center

International Nurses should not park in the Lee St or 11th St parking garages. You can view the real-time locations of the shuttles here: <https://uva.transloc.com/> . Please refer to [Appendix B](#) for UVA Parking Maps.

- **Masks:** Masks are optional in the Medical School Auditorium of the West Complex; however, masks may be required in other UVA Health spaces. You may wish to bring your own or request one at the Onboarding Office Hours.
- **Managers:** Managers of UVA Health New Hires are encouraged to coordinate a time between 10:00a and 2:00p to meet their New Hire(s) at the Medical School Auditorium of the West Complex. UVA Health New Hires should plan to arrive at least fifteen (15) minutes in advance of meeting with their manager so that they can complete their Onboarding Office Hours (i.e., present their I-9 documentation, have questions answered and potentially obtain their ID Badge). New Hires and Managers who come to Onboarding Office Hours will each receive a \$10 lunch card for the cafeteria. The intention is to provide an opportunity for the new hire and manager to connect over a meal together at their convenience.

Ideally, after lunch, managers will take their New Hires back to their department, and make arrangements for them to complete onboarding tasks there (e.g., CBLs, getting ID badge, arranging for parking pass, etc.); however, this plan is flexible and may be adjusted based upon needs and priorities

- **Other Training:** International Nurses are asked not to leave any in-person training they have scheduled during their first week to complete other onboarding tasks. Please be sure to attend and participate as instructed.

2) Enroll and Complete [First Time Sign-In for UVA Health Digital Course](#)

All first-time users to UVA Health accounts are strongly encouraged to complete the First-Time Sign-In for UVA Health digital course in Workday. The course will take approximately 10 minutes to complete.

In this recorded presentation, the UVA Health IT Security team will guide you through instructions for signing into your UVA Health account and creating permanent passwords, whether you are working on-site or working remotely.

IMPORTANT: You must know your Computing ID and University ID to complete this module.

How to find your Computing ID: The computing ID was provided through the “Account Claim” email from identity@virginia.edu or your UVA sponsor/supervisor.

How to find your University ID: The University ID can be obtained in Workday. Select the profile image at the top right-hand corner of your Workday homepage. Next, click “View Profile.” Your University ID is listed under “Job Details.” It is a 9-digit number labeled “Employee ID” or “Contingent Worker ID.”

DURING YOUR FIRST WEEK - ONBOARDING

1) Log In and Explore Workday

Workday is a human resources technology system used to manage most HR activities, including benefits, pay, time, absence, and more. Further information is available at [Workday Central Site](#).

- Navigate to the UVA HR page (www.hr.virginia.edu)
- In the top banner, click on the orange Workday Login key.
- You will need your NetBadge login to continue.

After logging in to Workday, look around and familiarize yourself with common tasks and the resources available to you. We recommend that you:

- Visit the [Workday Training Site](#) for tutorials on basic Workday tasks
- Review [UVA Benefits for New Benefitted Employees](#), a recorded presentation on your health, dental, vision, retirement, life, disability, and PTO benefits (more information on Benefits in **Step 8**)
- Download [Workday Digital Assist \(WDA\)](#) to receive help in Workday when you need it. You can also [learn more about WDA](#) on the HR website.

See [Appendix A](#) for an introductory but detailed walkthrough for navigating through Workday.

2) Explore Workday Learning

- From the Workday homepage, select View All Apps, then click on the Learning icon
- Your computer-based learning modules have been assigned to you; they are in the **Required for You** section at the top of the page.

For login problems, please contact AskHR@virginia.edu or 434.243.3344.



3) Complete Computer-Based Learning Modules

As a new UVA Health team member, you will see several computer-based learning (CBL) modules in the **Required for You** section of Workday Learning. You are registered for these modules but not enrolled. You must click on each module to enroll.

Be sure to adhere to all deadlines: some modules may be due before attending in person training; some modules are due within two weeks.

To see which modules you are registered for, visit this [Workday Learning Essentials](#) webpage, and select the Medical Center Employees category under the Mandatory Training section.

Depending on your role, you may be assigned additional modules.

4) Enroll in Emergency Alerts

Sign up for emergency alert registration at <https://uvaemergency.virginia.edu/uva-alerts>.

5) Obtain Your ID Badge

All UVA Health employees are required to wear a UVA Health ID Badge. You must obtain your ID badge during your first week of work, and before your first independent shift, so plan accordingly as your schedule allows. Your ID badge serves as identification and is used to access various buildings and secured areas.

To expedite the process of obtaining your ID Badge, please [Upload Your Photo](#) at least one (1) week in advance of your first day but by no later than the day prior to your first day.

The UVA Health ID Badge Office is in the West Complex (1300 Jefferson Park Avenue) and is open from 8:30a to 4:15p Monday through Friday.

Please do not go to the ID Badge Office during any other in-person training, or during breaks in these trainings.

6) Obtain Your Permanent Parking Permit

Please see [Appendix B](#) for UVA Parking Maps.

For your permanent parking permit, an email will be sent to your UVA email address from the UVA Health Parking office. Please complete this form by following the instructions in the email. Once the form is processed, you will receive a confirmation email, and your permit will be mailed to you. Be sure your local address is correct in Workday.

Questions? Contact UVA Health Parking Office at 434.924.5147

Additional Orientation & Training Information

The following required training programs are assigned based upon role.

Enrollment communication with required training session details will be sent via email to International Nurses, as appropriate.

Nursing Professional Development Services (NPDS) Clinical Training

Orientation to Patient Care (OPC) – Digital module

Clinical Care (ICC) – Live in-person class

Clinical Practice Essentials (CPE) - Live in-person class

- Live In-Person classes will take place at 999 Grove St.
- No bus stop or parking is available at 999 Grove St; Allow an extra 15 minutes or more to walk to this location.
- For parking information, visit <https://parking.virginia.edu/health-system-team-members>.
- Attire: Business casual or scrubs (no jeans or shorts).
- Please bring your lunch & computer.
- **Refer to Workday for all assigned orientation modules.**

If you do not receive this e-mail and believe you should be enrolled or have any questions, please email: npds@uvahealth.org.

Epic Training

Epic Clinical Training

Epic Clinical Training is offered in a variety of delivery formats, including virtual, classroom, and inter- departmental instruction. Upon being enrolled in your course, you will receive training *instructions via email sent to your UVA Health email account*:

1. **All Training Participants** - Log into Workday to view and complete your assigned training. While the bulk of your assignments will be available on Monday, some Epic training may not be assigned to you until mid-week. It is your responsibility, to check your UVA Health email daily for updates to your assignments in Workday.
2. **Instructor Led Training** - An introductory email from your trainer will be sent to your UVA Health email account confirming your enrollment. You are responsible for checking your **UVA Health email account DAILY starting on MONDAY** to receive important details about enrollment and other class details. The introductory email will explain the requirements for attending Virtual Training either on the UVA grounds or from home. If attending from home, it is your responsibility to confirm that your computer meets the UVA requirements. This needs to be completed on Monday so if your computer does not meet the requirements, you can make plans to attend Virtual Training on UVA grounds. [Tipsheet](#)
 - Additional resources can be found on the Epic Learning Library under the [Virtual Training Resources](#) tab.

If you have any questions, please email HITTrainingServices@uvahealth.org.

Epic Revenue Cycle Training and Non-Epic Revenue Cycle Training

If you are scheduled for **Epic Revenue Cycle Training**:

- Log into **Workday Learning** to view your assigned Program and select the option for your Virtual Set-up Session offering by end of day Monday.
- Open and read your *Revenue Cycle Virtual Training Class Information* email sent to your UVA Health email address; follow included instructions.
- Attend the Virtual Set-up Session that typically occur the Tuesday of orientation week.
- Attend your online class(es), as scheduled.
- View any additional tools needed to support training.

NOTE THE FOLLOWING:

- Some programs require computer-based learning modules and courses as prerequisites. These CBLs must be completed in the identified order, as scheduled in Workday Learning.
- Classes will begin promptly at the designated time.
- Late arrivals and/or absences may result in rescheduling. This will cause a significant delay of up to two weeks for required training necessary to secure access related to your jobtasks.
- **Please do not complete any other onboarding tasks during training.**

If you have any questions, please email HITTrainingServices@uvahealth.org.

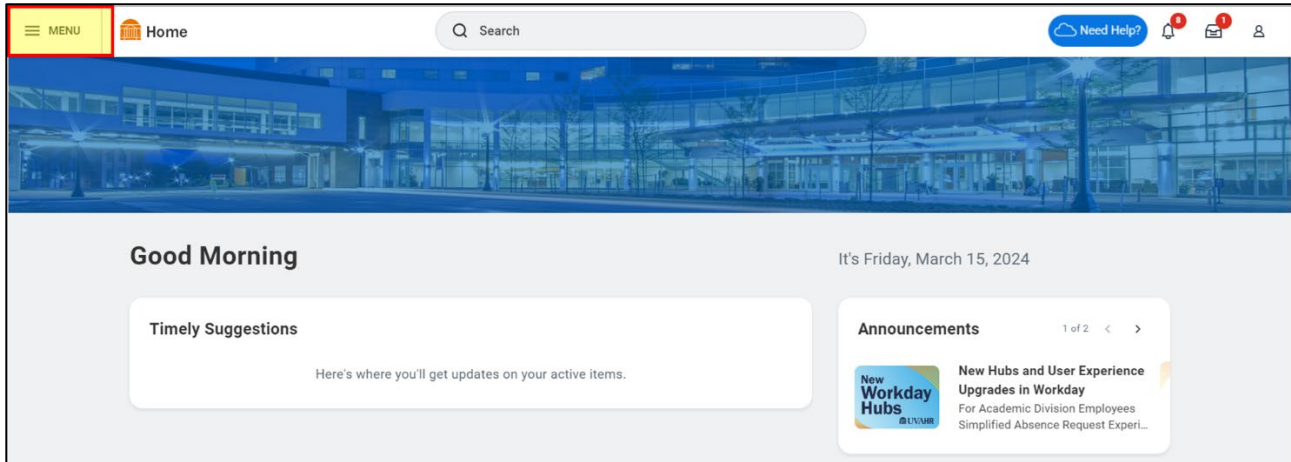
Have Additional Questions?

We are excited to welcome our newest employees to UVA Health! Please use this Onboarding Guide as a resource to complete your HR-related onboarding tasks.

Poster are available on the [State Labor Law Posters webpage](#). Remote workers are encouraged to reference this resource to ensure compliance with applicable state labor laws.

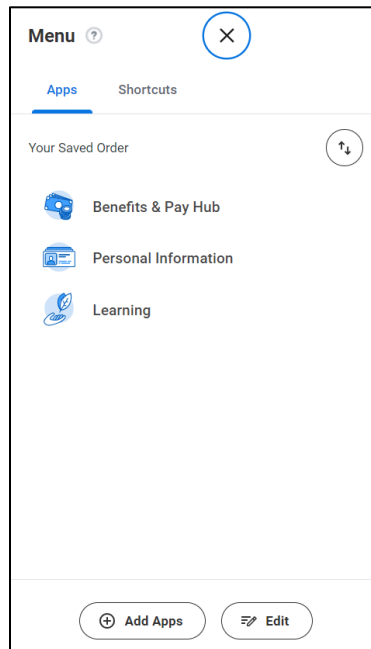
If you have additional questions, please email AskHR@virginia.edu. Note the topic of your inquiry in the subject line.

Appendix A: Navigating through Workday



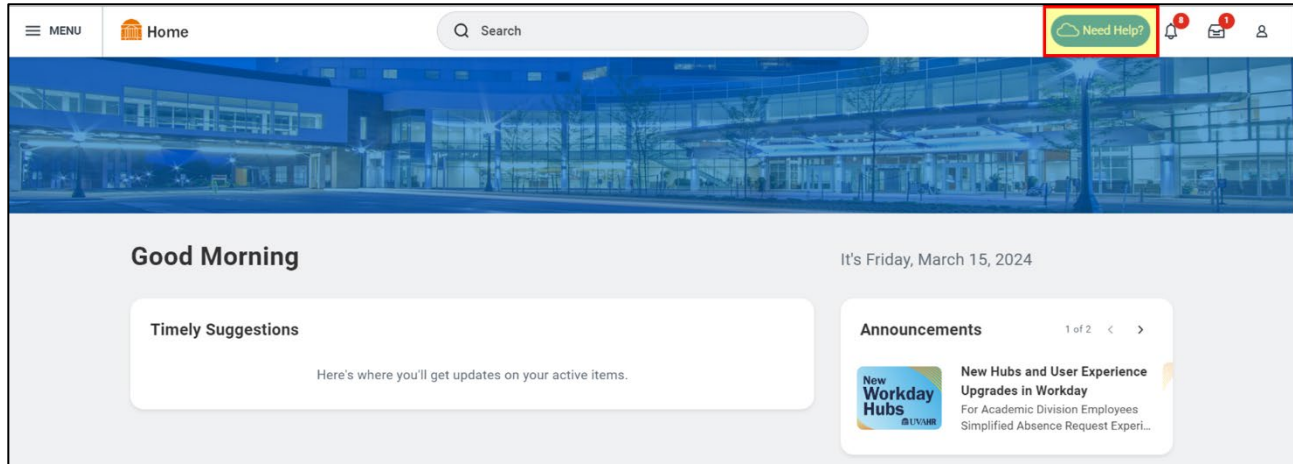
MENU

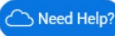
Click on **MENU** to find your 'Apps' and any Shortcuts you may have created.

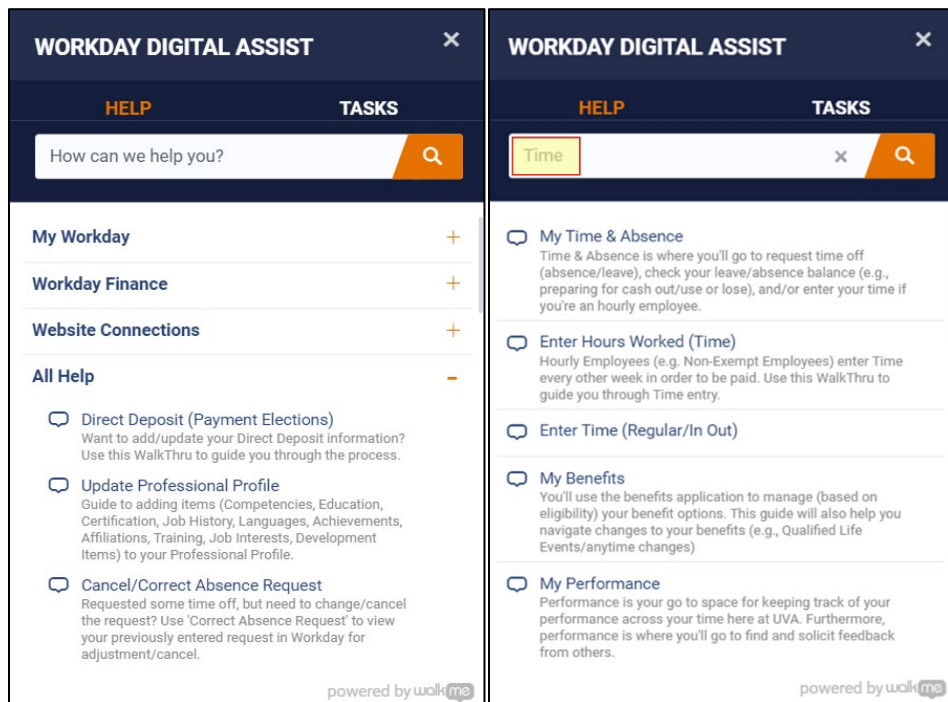


Use the buttons at the bottom of the Apps and Shortcuts menu tabs to **Add Apps** or to **Edit** your Apps/Shortcuts. For example, you can reorganize your applications by clicking the **Edit** button on the Apps menu tab, such that your most utilized apps will be listed first.

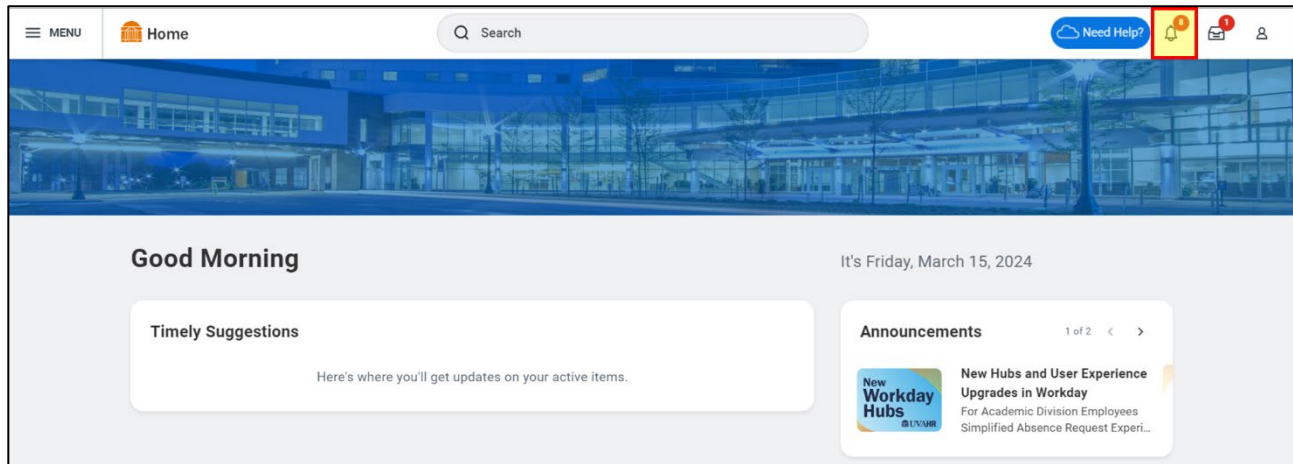
WORKDAY DIGITAL ASSIST (WDA)



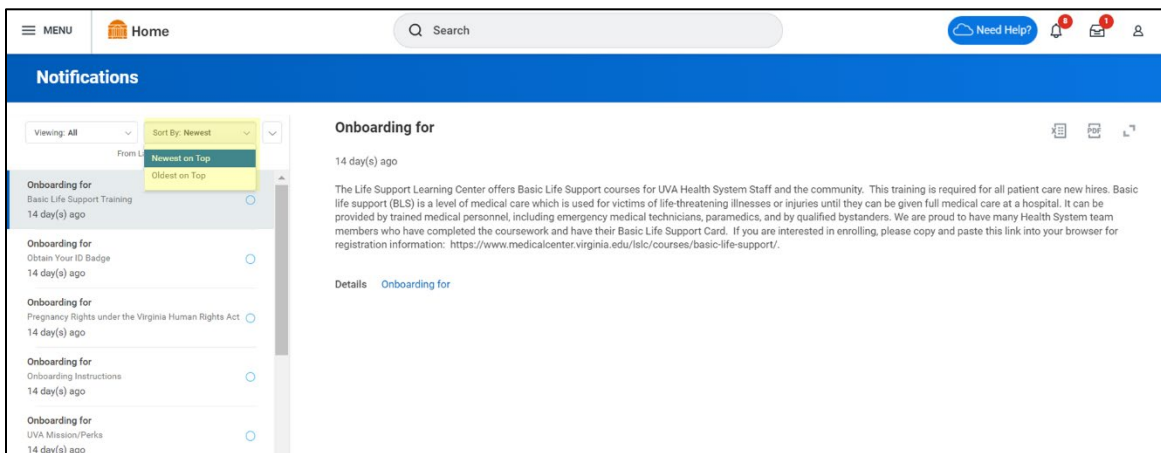
Clicking on the  button will launch **Workday Digital Assist**, a helpful resource to guide you through specific tasks and processes pertaining to your employment. You can either click on the expand/plus (+) button to expand and view the preset help options, or you can type in a keyword relating to your question.



NOTIFICATIONS

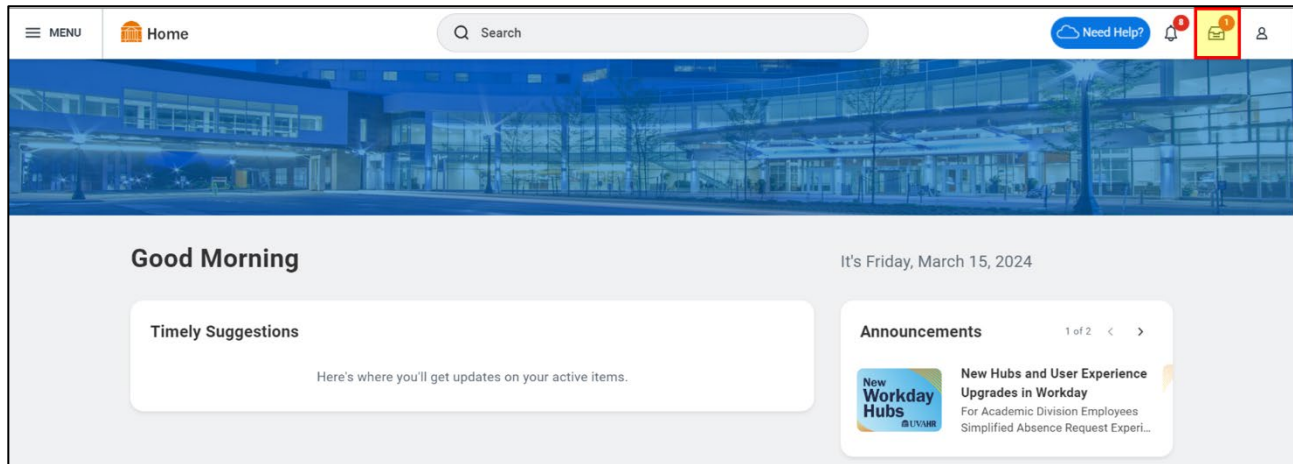



Your **Notifications** can be viewed by clicking on the bell icon (🔔) at the top of the page. For the purposes of your Onboarding, you may wish to **Sort your Notifications by Oldest on Top**, as the order in which you complete your onboarding tasks is important.



New or unread notifications will be indicated by an *open circle* (○).
When you have finished reading and reviewing your notifications, click on this circle to **Mark as Read** (as indicated by a closed circle, ●).

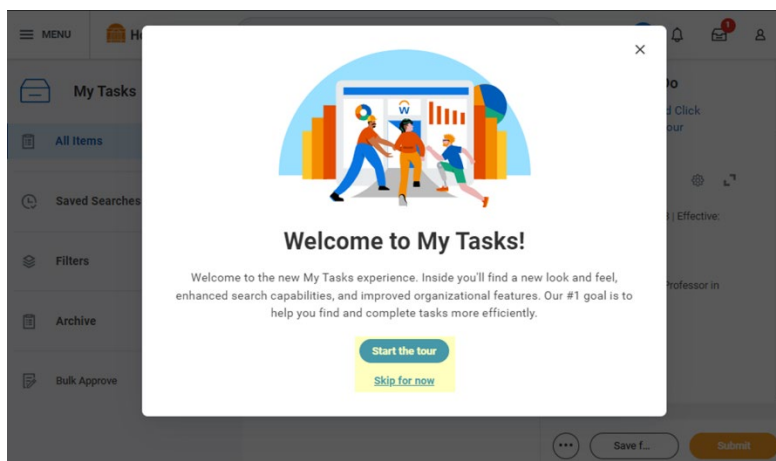
MY TASKS



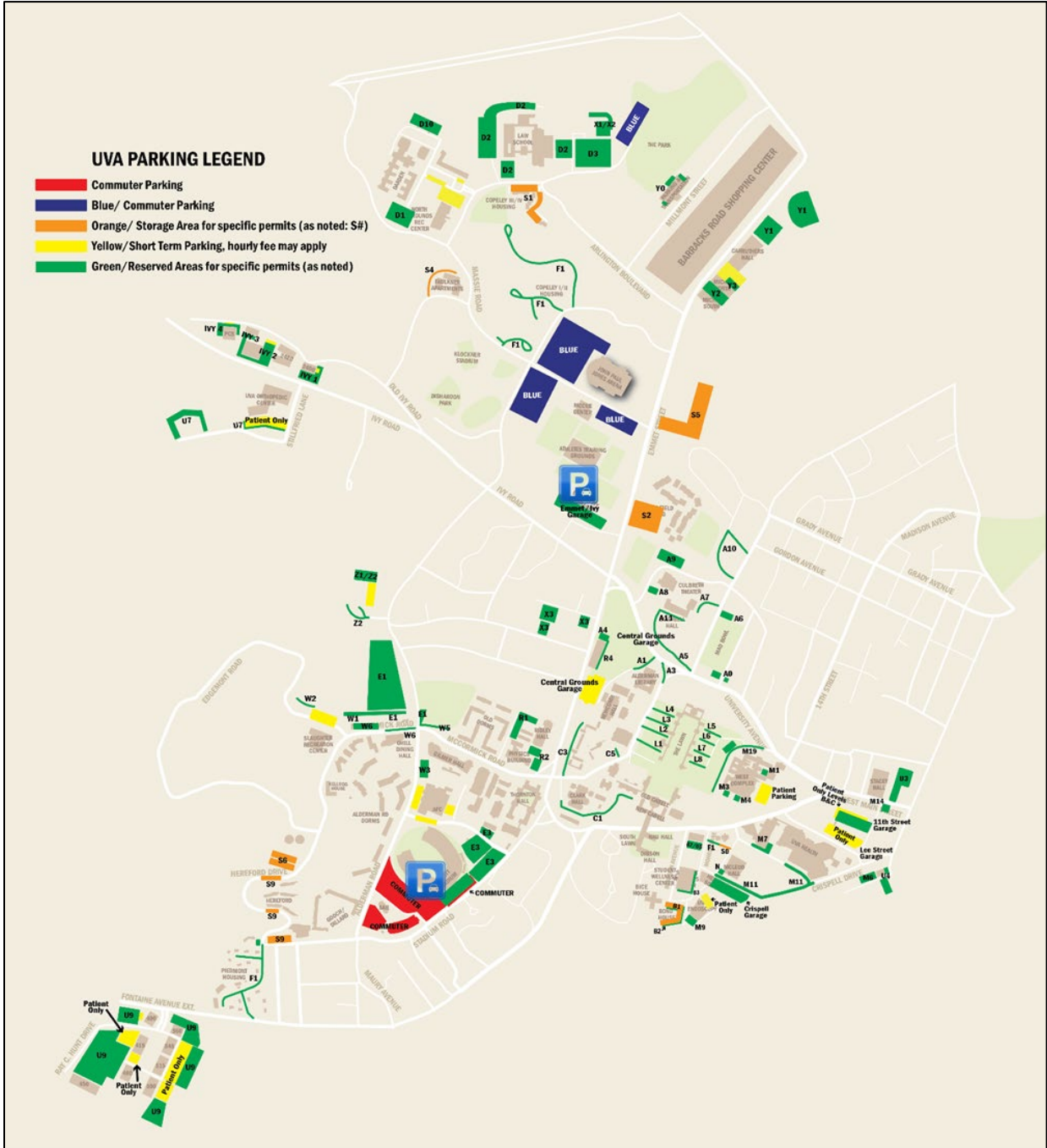
Important tasks or action items will be assigned to you to complete as a part of your Onboarding, but also throughout your employment with UVA. These tasks can be viewed and addressed by clicking on the **My Tasks** icon ().

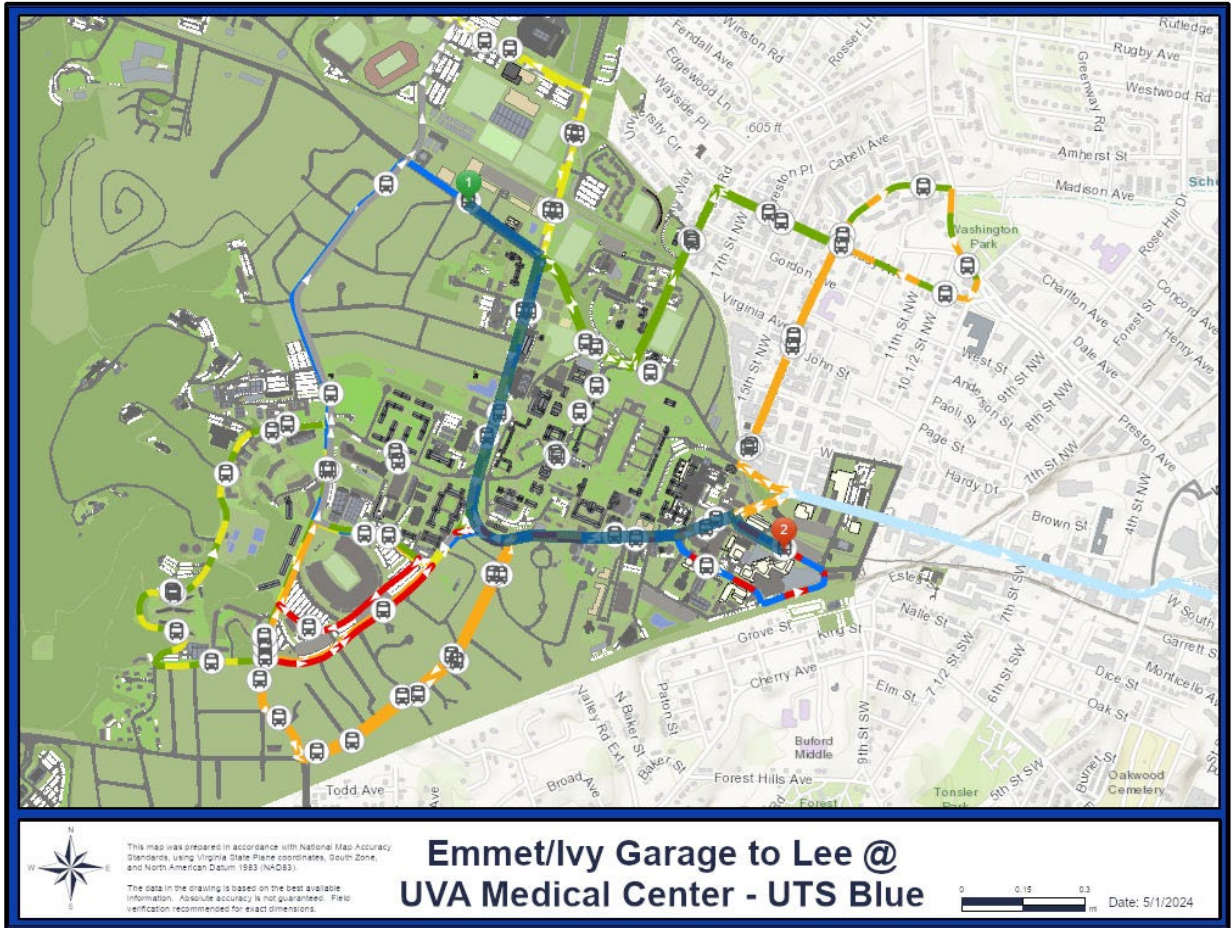
The first time you access My Tasks, a pop-up window will provide you with the opportunity to familiarize yourself with the look and feel of your tasks.

New employees of UVA are strongly encouraged to click **Start the tour**. Returning employees and/or individuals familiar with Workday Tasks may opt to **Skip for now**.



Appendix B: UVA Parking





If parking at **Emmet/Ivy Garage**: Take **UTS – Blue Line Shuttle** to **Lee St @ UVA Medical Center** stop.



If parking at **Scott Stadium Commuter Lot(s)**: Take UTS – Red Line Shuttle to **Lee St @ UVA Medical Center** stop.