2016 Program Coordinator Guidelines for  
On Boarding New Residents/Fellows at  
Children’s Hospital Colorado “CHCO”

Program Coordinator “PC” Action Items-
MUST DO!!

Section 1: CHCO EPIC/BADGING-PARKING ORIENTATION

FORMAT FOR EPIC TRAINING – The format requires that all new residents/fellows complete an online epic module course prior to arriving on campus + classroom practicum upon arrival. The online epic modules will be posted on the GME Website for the Program Coordinator to distribute. CHCO online modules are separate from University modules.

The instructor-led classroom training practicum will last approximately 2 ½ hours. The training will not be lecture format, but rather a practicum to review and practice the information covered in the online epic module in a live setting. EPIC instructors will proctor, answer questions and review the residents’/fellows’ work for accuracy and competency. Epic access will be granted only after successful completion of: 1) online epic module and 2) classroom practicum.

PC ACTION ITEM 1: 
Program Coordinator: contact Andrea Reed to schedule ALL PGY 2’s and above immediately following this PC Onboarding meeting. andrea.reed@childrenscolorado.org

Available dates/times:
- Thursday, June 30 8:00am – 11:00am and 12:30pm – 3:30pm
- Friday July 1 7:30am – 10:30am and 11:00am – 2:00pm and 1:30pm – 4:30pm
- Tuesday, July 5 8:00am – 11:00am and 12:30pm – 3:30pm
- Wednesday, July 6 8:00am – 11:00am and 12:30pm – 3:30pm
- Thursday, July 7 8:00am – 11:00am and 12:30pm – 3:30pm

LOCATION FOR BADGING/PARKING AND EPIC TRAINING – The computer training rooms are located on the 2nd floor of the Village Pavilion (across Colfax Ave directly South of Children’s Hospital) at 13100 E. 16th Avenue, Aurora, CO 80011, Suite 200.
- Attendees without a parking assignment can park at Children’s Hospital. (Lot #1). This is our visitor’s parking lot therefore it is free of charge. Please use the pedestrian bridge to cross over Colfax Ave.

BADGING/PARKING – Residents/fellows will take pictures for their ID badges prior to their EPIC instructor-led class. In most cases badges will be ready by the end of EPIC class, or they may be picked up from the Access Control office (lower level main hospital). **A photo ID is required to obtain a badge and vehicle registration is required to obtain a parking sticker** Please note that parking is free of charge.

FOR ANY CURRENT RESIDENTS TRANSFERRING TO A NEW PROGRAM –
- NO additional EPIC training is required, optional if they would like a refresher
- Replacement of a lost or damaged badge will cost $10 (Current Students & Residents)
- Current residents transitioning to a fellow may trade in their badge on Wednesday June 29, 2015
Section 2: CHCO ON BOARDING:

PC ACTION ITEM 2:

REQUIRED ON-LINE REGISTRATION FORMS FOR ALL NEW RESIDENTS/FELLOWS:

☐ Program Coordinator: send these links to Residents/Fellows including Interns immediately or as soon as you match with Residents/Fellows “Trainees”.

**Deadline:** Trainees must complete the forms no later than **Friday April 8th**

1. Non-Employee Staff Entry Form (SEF) – online form: (Completed by the Trainee)
   https://sef.thechildrenshospital.org/forms/staff_entry/index.cfm (This will go directly to Andrea Reed)
   - If you have not yet received an NPI # (National Provider Identifier) please enter N/A in the NPI # field.
   - Under SECTION #3: Program/Rotation (please estimate start date and end date).

<table>
<thead>
<tr>
<th>TCH Program/Rotation:</th>
<th>Enter your home program</th>
</tr>
</thead>
<tbody>
<tr>
<td>TCH Rotation Start Date:</td>
<td>Interns: 06/23/XXXX or PGY2 &amp; above: 07/01/XXXX</td>
</tr>
<tr>
<td>Program Completion Date:</td>
<td>Date/year in which you will complete your entire program</td>
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2. Security User Agreement (SUA) - online form (Completed by the Trainee)
   https://agree.childrenscolorado.org/apps/peopleconnect/sua/index.cfm
   - **Password:** Balloonboy (case sensitive)
   - Use Andrea Reed/Medical Education for staff owner/dept).
   - Trainees will *not* find their name in a search unless they have been previously on-boarded at Children’s. In which case please click onto “create a new security user agreement”.
   - Trainees that have been previously on boarded *do not* need to complete a new SUA nor override it.

**ON-LINE REGISTRATION FORMS (ABOVE) DUE: Friday April 8th** Once the forms are received, trainees will be on boarded and given a CHCO People Soft ID# and CHCO Login/password. Andrea Reed will email the CHCO People Soft ID# and CHCO Login/passwords, Parking Link, and the online module instructions directly to the PC’s when they are ready in May 2016.

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Section 3: CHCO ONLINE MODULES

CHCO modules will be available on the GME website May 15, 2016.

- Andrea Reed will contact PC’s via email when the modules are ready.
- Trainee module login/passwords will be sent in this email.

CHCO online modules are **REQUIRED** and must be completed **prior** to CHCO orientation. (These are completely separate from University modules).
### Section 4: MONTHLY BLOCK SCHEDULES/ROSTERS:

**PC ACTION ITEM 3:**

☐ Program Coordinator: For RESIDENTS ONLY, email monthly block schedules and rosters to [andrea.reed@childrenscolorado.org](mailto:andrea.reed@childrenscolorado.org) by Friday May 13th

* Schedules are not needed for fellows
** Rosters should include names, emails, and PGY year.

### Section 5: BADGE COLLECTION

**PC ACTION ITEM 4:**

☐ Program Coordinator: collect badges from all EXITING trainees and send them to Andrea Reed by Friday July 1, 2016

Andrea Reed  
Children’s Hospital Colorado  
Medical Staff Office  
13123 E. 16th Box 158  
Aurora, CO 80045