2018 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 3 hours plus approximately 1 hour for Badging/Parking for a total of 3 ½ hours unless otherwise noted. 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 (Inpatient, Ambulatory, ED, Surgery, Radiology) 2) classroom practicum and 3) Online Target Zero Module.

PC ACTION ITEM 1:

Program Coordinator: contact Andrea Reed to schedule ALL Interns and PGY 2’s and above immediately following this PC On boarding meeting. andrea.reed@childrenscolorado.org

Available dates/times:

All sessions are approximately 4 hours long.

- Tuesday June 19 8:00am – 12:00pm and 12:00pm – 4:00pm
- Thursday, June 21 8:00am – 12:00pm and 12:00pm – 4:00pm
- Friday, June 22 8:00am – 12:00pm and 12:00pm – 4:00pm
- Thursday June 28 8:00am – 12:00pm and 12:00pm – 4:00pm
- Monday July 9 9:00am – 1:00pm
- Tuesday July 10 8:00am – 12:00pm and 12:00pm – 4:00pm
- More dates forthcoming (Possibly for the 1st week of July)

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 80111, 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**

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 Friday June 29, 2018
**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”* or direct them to the GME website.

**Deadline:** Trainees must complete the forms no later than **Friday April 6, 2018.**

*CHCO People Soft ID# and CHCO Login/passwords will be ready approximately April 20th*

1. **Non-Employee Staff Entry Form (SEF) – online form:** (Completed by the Trainee)
   
   [https://sef.childrenscolorado.org](https://sef.childrenscolorado.org) (This will go directly to Andrea Reed)
   
   - **Under SECTION #3: Program/Rotation (please enter start/end date for the entire program See example).**
     
     | TCH Program/Rotation: | Enter your home program |
     |----------------------|-------------------------|
     | TCH Rotation Start Date: | Interns: 06/23/XXXX or PGY2 & above: 07/01/XXXX |
     | Program Completion Date: | Date/year in which you will complete your *entire* program i.e. 6/30/2021 |

2. **Security User Agreement (SUA) - online form:** (Completed by the Trainee)
   
   [https://agree.childrenscolorado.org](https://agree.childrenscolorado.org)
   
   - **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 6, 2018.** Once the forms are received, trainees will be on boarded and given a CHCO People Soft ID# and CHCO Login/password. These will be ready approximately April 20th

Andrea Reed will email the CHCO People Soft ID# and CHCO Login/passwords to each PC which then should be given directly to their trainees.

**PC ACTION ITEM 3:**

- Program Coordinator: Please send each trainee their CHCO People Soft ID# and CHCO Login/passwords so they can login and complete the required online modules.
**Section 3: CHCO ONLINE MODULES**

CHCO modules instructions are available on the GME website.

- PC’s will provide trainees with their CHCO People Soft # and their temporary passwords.
- You must be on boarded, have a CHCO People Soft # and password in order to complete the modules.

CHCO online modules are **REQUIRED** and must be completed **prior** to CHCO orientation.

**Trainees must complete one of the following Inpatient, Ambulatory, ED, Surgery, Radiology PLUS a Target Zero module. Two (2) total.**

(Please note, these are completely separate from University modules).

**Section 4: MONTHLY BLOCK SCHEDULES/ROSTERS:**

**PC ACTION ITEM 4:**

- Program Coordinator: email monthly **block** schedules and rosters to **andrea.reed@childrenscolorado.org** by **Friday May 11, 2018** (Fellow schedules are not needed).

  ****Rosters should include names, emails, and PGY year.

**Section 5: BADGE COLLECTION**

**PC ACTION ITEM 5:**

- Program Coordinator: collect badges from all **EXITING** trainees and send them to Andrea Reed by **Friday July 6, 2018**

  **A $50.00 fee will be assessed to the department for every unreturned badge.**

Andrea Reed
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