2019 Program Coordinator Guidelines for
On Boarding New Residents/Fellows at
Children's Hospital Colorado “CHCO”

Program Coordinator “PC” Action Items-
MUST COMPLETE

Section 1: CHCO ORIENTATION (EPIC TRAINING /BADGING-PARKING)

FORMAT FOR EPIC TRAINING – The format requires that all new residents/fellows complete two (2) online epic module courses prior to arriving on campus + an instructor-led 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 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 an orientation (Epic Training /Badging-Parking) for ALL Interns and PGY 2’s and above immediately following the PC On boarding meeting. andrea.reed@childrenscolorado.org

Available dates/times:

All sessions are approximately 4 hours long (Includes Epic Training /Badging-Parking)

- Tuesday June 18 12:00pm – 4:00pm
- Thursday, June 20 8:00am – 12:00pm
- Friday, June 21 8:00am – 12:00pm and 12:00pm – 4:00pm
- Friday June 28 8:00am – 12:00pm
- Monday July 1 12:00pm – 4:00pm
- Wednesday July 3 8:00am – 12:00pm
- Monday July 8 12:00pm – 4:00pm
- Tuesday July 9 8:00am – 12:00pm
- Wednesday July 31 8:00am – 12:00pm
- Thursday August 1 12:00pm – 4:00pm

LOCATION FOR BADGING/PARKING AND EPIC TRAINING – 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. Same building as Panera. Please use the pedestrian bridge to cross over Colfax Ave.
- Attendees without a parking assignment can park at Children’s Hospital. (Lot #10-Visitor Parking/WEST SIDE ONLY. Enter Lot from Victor St.). The WEST side of the lot is our visitor’s parking lot therefore it is free of charge.

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 28, 2019
REQUIRED ON-LINE REGISTRATION FORMS FOR ALL NEW RESIDENTS/FELLOWS:

**PC ACTION ITEM 2:**

☐ Program Coordinator: send these 2 online registration forms/links to Residents/Fellows *immediately or as soon as you match.*

**Deadline:** Trainees must complete the on-line registration forms no later than **Friday April 5, 2019.**

**CHCO People Soft ID# and CHCO Login/passwords will be ready approximately May 1, 2019**

1. **Non-Employee Staff Entry Form (SEF) – online form:** (Completed by the Trainee)
   
   **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).
   
<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 <strong>entire</strong> program i.e. 6/30/2021</td>
</tr>
</tbody>
</table>

2. **Security User Agreement (SUA) - online form (Completed by the Trainee)**
   
   **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 5, 2019.** 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 **May 1, 2019.**

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.

3. **Children’s Parking Form – online form:** **https://parking.childrenscolorado.org/BadgingParkingForm**

   Must bring a government issued photo ID and vehicle registration*

   *Trainees first need to complete the SEF and the SUA and be on boarded. Once on boarded, a People Soft ID Number will be created, this must be done before the Parking Link can be completed.*
Section 3: CHCO ONLINE MODULES

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.

CHCO modules instructions are available on the GME website as well.

- 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 (Epic Training /Badging-Parking).

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: ACKNOWLEDGEMENT FORMS/CARDS

PC ACTION ITEM 4:

Program Coordinator: Please have new trainees sign both acknowledgement cards. Email them to andrea.reed@childrenscolorado.org no later than June 14, 2019 for new trainees and/or July 5, 2019 for pgy2’s and above.

1. 2015 CHCO Orientation and Training Handbook (last page acknowledgment card)
2. EMR Policy Page 2 (last page acknowledgment card)

Section 5: MONTHLY BLOCK SCHEDULES/ROSTERS:

PC ACTION ITEM 5:

Program Coordinator: email monthly block schedules and rosters to andrea.reed@childrenscolorado.org by Friday July 5, 2019 (Fellow schedules are not needed).

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

Section 6: EXITING/BADGE COLLECTION

PC ACTION ITEM 6:

Program Coordinator: collect badges from all EXITING trainees and send them to Andrea Reed by Friday July 5, 2019

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

Andrea Reed
Children’s Hospital Colorado
Medical Staff Office
13123 E. 16th Box 145
RECAP: (Duplicate Summarized Action Items list)

PC Action Items MUST COMPLETE:

1. Schedule an orientation (Epic Training /Badging-Parking) for new trainees-see above  
   • Due: Immediately following the PC On boarding meeting
2. Send On-Line Registration Links for on boarding- see above  
   • Due: Immediately/as soon as you match
3. Send trainee their CHCO People Soft ID# and CHCO Login/passwords so they can complete modules-see above  
   • Due May 1, 2019.
4. Send signed acknowledgement cards to Andrea Reed-see above  
   • Due June 14, 2019 for new trainees  
   • Due July 5, 2019 for pgy2's and above.
5. Email monthly block schedules and rosters-see above  
   • Due July 5, 2019
6. Collect badges from all EXITING trainees-see above  
   • Due July 5, 2019