

2020 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 session upon arrival. **The online epic module instructions 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 session will last approximately 3 hours plus approximately 1 hour for Badging/Parking for a total of 4 hours unless otherwise noted. The training will 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 GME Program Coordinator Onboarding meeting. andrea.reed@childrenscolorado.org

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

- Thursday June 18 8:00am – 12:00pm
- Friday June 19 8:00am – 12:00pm
- Monday June 22 8:30am – 12:00pm
- Tuesday June 30 11:30am – 3:00pm
- Wednesday July 1 8:30am – 12:00pm (Please note: this date conflicts with GME Orientation)
- Thursday July 2 8:30am – 12:00pm
- Tuesday July 7 8:00am – 12:00pm
- Wednesday July 8 8:00am – 12:00pm
- Friday July 31 8:30am – 12:00pm
- Monday August 3 11:00am – 3:00pm

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 **Monday June 29, 2020**

Section 2: CHCO ON BOARDING:

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

PC ACTION ITEM 2:



Program Coordinator: Send Items # 1 ~ 4 to Residents/Fellows *immediately or as soon as you match*.

Deadline: Trainees must complete items # 1 ~ 4 no later than **Friday April 3, 2020**.

CHCO People Soft ID# and CHCO Login/passwords will be ready approximately Friday May 15, 2020 (sent to PC via email by Andrea Reed)

1. **Non-Employee Staff Entry Form (SEF)** – online form: (Completed by the Trainee)
<https://sef.childrencolorado.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. If trainee already has a people soft number or been here before you can skip this step)

<https://agree.childrencolorado.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.**

3. **2015 CHCO Orientation and Training Handbook** (last page/acknowledgment card-return to andrea.reed@childrencolorado.org)

4. **EMR Policy** (Page 2 -acknowledgment card-return to andrea.reed@childrencolorado.org)

Section 3: CHCO ONLINE MODULES

CHCO online modules are **REQUIRED** and must be completed **prior** to CHCO orientation (Epic Training /Badging-Parking).

PC ACTION ITEM 3:



Program Coordinator: Please send each trainee their CHCO People Soft ID# and CHCO Login/passwords (once you receive them from me approximately May 15, 2020) so they can login and complete the required online modules.

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

- You must be on boarded, have a CHCO People Soft # and password in order to complete the modules.
- Trainees must complete one of the following Inpatient, Ambulatory, ED, Surgery, Radiology PLUS a Target Zero module. Two (2) total. (*Please note, these are separate from University modules*).

Section 4: ROSTERS:

PC ACTION ITEM 4:



Program Coordinator: email Rosters to andrea.reed@childrenscolorado.org as soon as possible.

- Rosters should include names, emails, pagers and PGY year.

Section 5: EXITING/BADGE COLLECTION

PC ACTION ITEM 5:



Program Coordinator: collect badges from all **EXITING** trainees and send them to Andrea Reed **by Friday July 3, 2020**

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

PC ACTION ITEM 6:



Program Coordinator: Please communicate with all medical students that matched and may still have a CHCO badge. They have been instructed to either turn it into CHCO Access Control or hold onto it and bring it to CHCO orientation to exchange for a resident badge. Please discuss a plan to avoid a replacement fee or any interruption in their access.

- **A \$10.00 fee will be assessed for a replacement badge.**

**Access Control
Children's Hospital Colorado
13123 E. 16th Box 050
Aurora, CO 80045**

Section 6: RECAP/SUMMARY

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 Items # 1 ~ 4 for on boarding- see above
 - **Due by PC: Immediately/as soon as you match**
 - **Deadline for trainees to complete April 3, 2020.**
3. Send trainee their CHCO People Soft ID# and CHCO Login/passwords so they can complete modules-see above
 - **Due: Approx. May 15, 2020** after Andrea Reed emails the information to you.
4. Email rosters to Andrea Reed-see above
 - **Due: July 3, 2020**
5. Collect badges from all EXITING trainees-see above
 - **Due July 3, 2020**
6. Communicate with matched med students that may have a CHCO badge.
 - **Due July 3, 2020**