Section 1: ORIENTATION INFORMATION

CHCO “Orientation” consists of Epic Training and 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 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 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.

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.

- 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**

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

- You need to be onboarded at CHCO with a CHCO People Soft ID prior to completing this form.
- Your People soft ID will be emailed to you approximately May 15, 2020.
- Must bring a government issued photo ID and vehicle registration*
Section 2: CHCO ON BOARDING:

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

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.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. If trainee already has a people soft number or been here before you can skip this step)

   [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.

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

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

   Children's Parking Form – online form: [https://parking.childrenscolorado.org/BadgingParkingForm](https://parking.childrenscolorado.org/BadgingParkingForm)

   - You need to be onboarded at CHCO with a CHCO People Soft ID prior to completing this form.
   - Your People soft ID will be emailed to you approximately May 15, 2020.
   - Must bring a government issued photo ID and vehicle registration*
Section 3: CHCO REQUIRED ONLINE MODULES

CHCO online modules are **REQUIRED** and must be completed **prior** to CHCO orientation (Epic Training /Badging-Parking). Your PC will sign you for a CHCO orientation.

- You must be on boarded, have a CHCO People Soft ID# and CHCO Login in order to complete the modules.
- Trainees must complete one of the following Inpatient, Ambulatory, ED, Surgery, Radiology **PLUS** a Target Zero module.
- You should receive an email containing your CHCO People Soft ID# and CHCO Login approximately May 15, 2020 from either your PC or from Andrea Reed.
- Please note, these are separate from University modules.

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

Section 4: EXITING/BADGE COLLECTION

FOR CURRENT MEDICAL STUDENTS BECOMING A RESIDENT IN A PROGRAM THAT WILL ROTATE AT CHCO –

- Either return your Medical Student badge to CHCO Access Control (address below) **or**
- Hold onto it. Bring it to your CHCO orientation to exchange for a Resident badge.
- **A $10.00 fee will be assessed for a lost replacement badge.**

FOR ALL EXITING TRAINEES THAT WILL NO LONGER NEED A CHCO BADGE –

- Either return your badge to CHCO Access Control (address below) **or**
- Give it to your Program Coordinator (PC).
- **A $50.00 fee will be assessed for all unreturned badges.**

FOR CURRENT RESIDENTS TRANSFERRING TO A NEW PROGRAM OR TO A FELLOWSHIP –

- NO additional EPIC training is required, optional if they would like a refresher
- Current residents transitioning to a fellow may trade in their badge on **Monday June 29, 2020**

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