

2020 On Boarding for New Residents/Fellows at Children's Hospital Colorado "CHCO"

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.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)

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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**