Program Coordinator “PC” Action Items—MUST COMPLETE

Section A: CHCO EPIC TRAINING /BADGING-PARKING

FORMAT FOR EPIC TRAINING – The format requires that all new Residents/Fellows complete multiple online epic module courses + a virtual instructor-led classroom session upon arrival (if applicable) prior to arriving on campus. CHCO online modules are separate from University modules.

The virtual instructor-led classroom session will review and practice the information covered in the online epic modules. 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 modules 2) virtual instructor led classroom session (if applicable).

PC ACTION ITEM 1:

Program Coordinator: contact Andrea Reed to schedule a Virtual Instructor led classroom session (if needed) immediately following the GME Program Coordinator Onboarding meeting or sooner. andrea.reed@childrenscolorado.org

- Interns that rotate at CHCO on 6/23/22 and PGY 2’s & above that rotate at CHCO between 7/1/22-9/1/22 need to complete the online modules and a virtual instructor led classroom session - Please schedule the virtual instructor led classroom session with Andrea Reed.
- All other trainee that rotate at CHCO at a later date need to complete the online modules only.

Available dates/times for Virtual Instructor led classroom sessions:

<table>
<thead>
<tr>
<th>Date</th>
<th>Session</th>
<th>Time</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday June 17</td>
<td>1st</td>
<td>8:00am-10:30am</td>
<td>Inpatient</td>
</tr>
<tr>
<td></td>
<td>2nd</td>
<td>10:30am-1:00pm</td>
<td>Ambulatory/Inpatient</td>
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<tr>
<td></td>
<td>3rd</td>
<td>1:30pm-4:00pm</td>
<td>Surgery</td>
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<td>Monday June 20</td>
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<td>2nd</td>
<td>10:00am-12:30pm</td>
<td>Ambulatory/Inpatient</td>
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<td>3rd</td>
<td>1:00pm-3:30pm</td>
<td>Surgery</td>
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<td>4th</td>
<td>1:00pm-3:30pm</td>
<td>ED</td>
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<tr>
<td>Friday July 1</td>
<td>1st</td>
<td>10:00am-12:30pm</td>
<td>Inpatient</td>
</tr>
<tr>
<td></td>
<td>2nd</td>
<td>10:00am-12:30pm</td>
<td>Ambulatory/Inpatient</td>
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<td>4th</td>
<td>1:00pm-3:30pm</td>
<td>Surgery</td>
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<td>Inpatient</td>
</tr>
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<td></td>
<td>2nd</td>
<td>10:00am-12:30pm</td>
<td>Ambulatory/Inpatient</td>
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<tr>
<td></td>
<td>3rd</td>
<td>10:00am-12:00pm</td>
<td>Labor and Delivery</td>
</tr>
<tr>
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<td>4th</td>
<td>1:00pm-3:30pm</td>
<td>ED</td>
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<td>5th</td>
<td>1:00pm-3:30pm</td>
<td>Surgery</td>
</tr>
<tr>
<td>Thursday July 7</td>
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<td>Inpatient</td>
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<td>Ambulatory/Inpatient</td>
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<td></td>
<td>3rd</td>
<td>1:00pm-3:30pm</td>
<td>Surgery</td>
</tr>
<tr>
<td>Date</td>
<td>Session 1</td>
<td>Session 2</td>
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<td>Monday August 1</td>
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<td>10:00am-12:30pm</td>
<td>1:00pm-3:30pm</td>
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**Remaining sessions:**
- Monday August 15: See below for times
- Monday August 29: See below for times
- Thursday Sept 1: See below for times

**Times for August 15, 2022 ~ September 1, 2022**

- **Inpatient**: 8:00am-10:30am
- **Ambulatory/Inpatient**: 10:00am-12:30pm
- **ED**: 1:00pm-3:30pm
- **Surgery**: 1:00pm-3:30pm

**PC ACTION ITEM 2:**

- Program Coordinator: Please review and decide which option fits your program.

**BADGING/PARKING**

- **Programs with 5 or more trainees**: Program Coordinators/Leadership will pick up Badges/Parking passes from Access Control directly and distribute to their trainees.
- **Programs with 5 or less trainees**: Program Coordinators/Leadership can pick up Badges/Parking passes if they prefer or they can ask their trainees to visit Access Control on their own (walk in).

- Please remind Trainees to complete the online parking form if they need permanent CHCO parking.
- Please email Access Control Badging-Parking@childrenscolorado.org to schedule a date/time for pick up and include Trainee Name/CHCO People Soft ID#/Program of who you are picking up for.

**LOCATION FOR BADGING/PARKING**

- 13123 E 16th Ave. Aurora, CO 80045.
- Park in visitor’s parking-Lot #1, top level only. The front desk (Inside main hospital) can validate your parking ticket.
- Use front/main entrance. Once inside the main lobby, veer to the right and use the elevators next to the Special Care Clinic. Access Control is on the lower level (LL). 720-777-5403.

**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 **Thursday June 30, 2022**.
- PC’s should discuss a plan for all Medical Students becoming Residents (CU and other previous visiting Medical Students that may still have a badge).

* GME will provide CHCO Access Control with photos of all GME trainees.
* Badges can be picked up after June 15, 2022 with the exception of transfers (Residents to Fellows), they may not be ready until June 30, 2022.
REQUIRED ON-LINE REGISTRATION FORMS FOR ALL NEW RESIDENTS/FELLOWS:

PC ACTION ITEM 3:

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 1, 2022.

CHCO People Soft ID# and CHCO Login/passwords will be ready approximately Monday June 6, 2022 (Andrea Reed will send them to the PC’s via email)

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).
   - 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. 6/30/2025

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
   - 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. Acknowledgement Card- CHCO Resident Orientation and Training Handbook (last page/acknowledgment card-return to your Program Coordinator.

4. Acknowledgement Card- CHCO Resident EMR Policy (Page 2 -acknowledgment card- return to your Program Coordinator.

5. Children’s Parking Form- This can only be completed once you have a CHCO People Soft ID.
   https://parking.childrenscolorado.org/BadgingParkingForm
   - CHCO People soft ID’s will be emailed to PC’s approximately Monday June 6, 2022.

PC ACTION ITEM 4:

Program Coordinator: Please collect and send trainees acknowledgment cards in bulk to Andrea Reed. Please label them and please don’t send them one by one.
- Due by Monday June 6, 2022
CHCO online modules are **REQUIRED** and must be completed **prior** to arriving on CHCO campus.

**PC ACTION ITEM 5:**

☐ Program Coordinator: Please send each trainee their CHCO People Soft ID# and CHCO Login/passwords (once you receive them from Andrea Reed approximately June 6, 2022) so they can login and complete the required online modules. The modules will be listed in this email as well as on the GME website.

**PC ACTION ITEM 6:**

☐ Program Coordinator: Please ask your trainees to complete the CHCO online parking form at this time so you can pick up their parking passes/stickers and badges at the same time.

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**Section D: EXITING/BADGE COLLECTION**

**PC ACTION ITEM 7:**

☐ Program Coordinator: collect badges from all **EXITING** trainees and bring/mail them to CHCO Badging/Parking (Access Control) office as soon as possible after the badge’s expiration date.

- Please **do not** send them to Andrea Reed. I work remotely and won’t be able to deliver them to Access Control.

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

Access Control  
Children’s Hospital Colorado  
13123 E. 16th Box 050  
Aurora, CO 80045  
720-777-5403  
Badging-Parking@childrenscolorado.org

All trainees will be terminated on their graduation end date (date printed on their badge) at the end of the business day. All access will be termed (including badge, email etc), extensions cannot be granted since training contracts will have ended.

**PC ACTION ITEM 8:**

☐ Program Coordinator: Please communicate with all Medical Students (CU and others that may have previously rotated with CHCO) that matched with your program and may still have a CHCO badge. CU Medical Students have been instructed to either turn in their badges to CHCO Access Control or communicate with their PC’s for the best process. 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.