

**2021 Program Guidelines for  
On Boarding New Residents/Fellows at  
Children’s Hospital Colorado “CHCO”**

**❑ 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. [andrea.reed@childrenscolorado.org](mailto:andrea.reed@childrenscolorado.org)

- Interns that rotate at CHCO on **6/23/21** and PGY 2’s & above that rotate at CHCO between **7/1/21-9/1/21** 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 need to complete the online modules only.


**Available dates/times for Virtual Instructor led classroom sessions:**

| Date             | Sessions    | Time           | Class                |
|------------------|-------------|----------------|----------------------|
| Friday June 18   | 1st session | 8:00am 10:30am | Inpatient            |
|                  | 2nd session | 10:30-1:00pm   | Mental Health/Psych  |
|                  | 3rd session | 1:00-3:30pm    | Surgery              |
| Monday June 21   | 1st session | 8:00am 10:30am | Inpatient            |
|                  | 2nd session | 10:00-12:30pm  | Ambulatory/Inpatient |
|                  | 3rd session | 1:00-3:30pm    | Surgery              |
| Thursday July 1  | 1st session | 8:00am 10:30am | Inpatient            |
|                  | 2nd session | 10:00-12:30pm  | Ambulatory/Inpatient |
|                  | 3rd session | 1:00pm-3:30m   | ED                   |
|                  | 4th session | 1:00-3:30pm    | Surgery              |
| Wednesday July 7 | 1st session | 10:00-12:30pm  | Ambulatory/Inpatient |
|                  | 2nd session | 1:00-3:30pm    | Psych                |
|                  | 3rd session | 1:00-3:30pm    | Surgery              |
| Thursday July 8  | 1st session | 8:00am 10:30am | Inpatient            |
|                  | 2nd session | 10:00-12:30pm  | Ambulatory/Inpatient |
|                  | 3rd session | 1:00-3:00pm    | Beacon               |
| Monday July 19   | 1st session | 8:00am 10:30am | Inpatient            |
|                  | 2nd session | 10:00-12:30pm  | Ambulatory/Inpatient |

| <b>Friday July 30</b>   | <b>1st session</b>         | 8:00am 10:30am | Inpatient            |
|-------------------------|----------------------------|----------------|----------------------|
|                         | <b>2nd session</b>         | 10:00-12:30pm  | Ambulatory/Inpatient |
|                         | <b>3rd session</b>         | 1:00-3:30pm    | Surgery              |
|                         |                            |                |                      |
| <b>Monday August 2</b>  | <b>1st session</b>         | 8:00am 10:30am | Inpatient            |
|                         | <b>2nd session</b>         | 10:00-12:30pm  | Ambulatory/Inpatient |
|                         | <b>3rd session</b>         | 1:00-3:30pm    | ED                   |
|                         | <b>4th session</b>         | 1:00-3:30pm    | Surgery              |
|                         |                            |                |                      |
| Remaining sessions:     |                            |                |                      |
| <b>Monday August 9</b>  | <i>See below for times</i> |                |                      |
| <b>Monday August 23</b> | <i>See below for times</i> |                |                      |
| <b>Wednesday Sept 1</b> | <i>See below for times</i> |                |                      |
| <b>Monday Sept 6</b>    | <i>See below for times</i> |                |                      |

|  |
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| <b><i>Times for August 9, 2021 ~ September 6, 2021</i></b> |
| <b><i>Inpatient-8:00am-10:30am</i></b>                     |
| <b><i>Ambulatory/Inpatient-10:00am-12:30pm</i></b>         |
| <b><i>ED/UC-1:00pm - 3:00pm</i></b>                        |
| <b><i>Surgeon-1:00pm-3:00pm</i></b>                        |

**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.
- Trainees needing permanent CHCO parking form will complete the online parking form once they receive their CHCO ID's
- Please email Andrea Reed to schedule a time/date.

**LOCATION FOR BADGING/PARKING –**

- 13123 E 16<sup>th</sup> Ave. Aurora, CO 80045.
- Park in visitors parking-Lot #1, top level only. The front desk 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 **Wednesday June 30, 2021.**
- PC's should discuss a plan for all CU and other previous visiting Medical Students becoming Residents that may still have a badge.

Section B: CHCO ON BOARDING:

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 2, 2021**.

**CHCO People Soft ID# and CHCO Login/passwords will be ready approximately Friday May 21, 2021** (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 <b>or</b> PGY2 & above: 07/01/XXXX                            |
| Program Completion Date: | Date/year in which you will complete your <b>entire</b> program<br>i.e. 6/30/2022 |

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](mailto:andrea.reed@childrencolorado.org))

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

5. **Children's Parking Form**- This can only be completed once you have a CHCO People Soft ID.  
<https://parking.childrencolorado.org/BadgingParkingForm>

- CHCO People soft ID's will be emailed to PC's approximately May 21, 2021.

## Section C: CHCO ONLINE MODULES

CHCO online modules are **REQUIRED** and must be completed **prior** to arriving on CHCO campus.

### PC ACTION ITEM 4:



Program Coordinator: Please send each trainee their CHCO People Soft ID# and CHCO Login/passwords (once you receive them from Andrea Reed approximately May 21, 2021) 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 5:



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

## Section D: EXITING/BADGE COLLECTION

### PC ACTION ITEM 6:



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

#### Access Control

Children's Hospital Colorado

13123 E. 16<sup>th</sup> Box 050

Aurora, CO 80045

720-777-5403

[Badging-Parking@childrenscolorado.org](mailto:Badging-Parking@childrenscolorado.org)

- **Please do not send them to Andrea Reed. I'm working from home 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.**

### PC ACTION ITEM 7:



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.**