2023 On Boarding for New Residents/Fellows at Children’s Hospital Colorado “CHCO”

Section A: CHCO ON BOARDING:

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

Deadline: Trainees must complete items # 1 ~ 4 no later than Friday March 31, 2023.

All trainees (including trainees already onboarded at CHCO) need to complete a new SEF so CHCO has up to date information.

CHCO People Soft ID# and CHCO Login/passwords will be ready approximately Monday June 12, 2023 (Andrea Reed will send these to your PC to distribute to trainees)

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. 2015 CHCO Orientation and Training Handbook (last page/acknowledgment card-return to your Program Coordinator.

4. EMR Policy (Page 2 -acknowledgment card-return to your Program Coordinator)

5. 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.
   - CHCO People soft ID’s will be emailed to you approximately Monday June 12, 2023.
CHCO online modules are **REQUIRED** and must be completed **prior** to arriving at CHCO.

**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).

**CHCO 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-see below).

- Interns that rotate at CHCO on **6/23/23** and PGY 2’s & above that rotate at CHCO between **7/1/23 ~ 9/1/23** need to complete the online epic modules **and** a virtual instructor led classroom session.
- All other trainees that rotate at CHCO at a later date will complete the online modules only.

The online epic modules will be distributed to you by your Program Coordinator and they will also be posted on the GME Website.

- You must be on boarded, have a CHCO People Soft ID# and CHCO Login in order to complete the modules.
- You should receive an email from your PC containing your CHCO People Soft ID# and CHCO Login approximately **June 12, 2023**.

**BADGING/PARKING**

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 June 12, 2023.
- Must bring a government issued photo ID and vehicle registration*

**LOCATION FOR BADGING/PARKING**

Children’s Hospital Colorado  
13123 E 16th Ave.  
Aurora, CO 80045

- Lot #1-Visitor Parking/TOP LEVEL ONLY. The front/main desk can validate your parking ticket.
FOR CURRENT MEDICAL STUDENTS BECOMING A RESIDENT IN A PROGRAM THAT WILL ROTATE AT CHCO –

- Please discuss the best option with your Residency Program Coordinator to avoid a fee for badges lost in transit.
- A $10.00 fee will be assessed for a lost replacement badge.
- Please do not send them to Andrea Reed. I don’t have a physical office at CHCO and won’t be able to deliver them to Access Control.

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

- Return badges to your Program Coordinator (PC) to return to Access Control. The Program Coordinator will be responsible for returning them to Access Control.
- A $50.00 fee will be assessed for all unreturned badges.
- Please do not send them to Andrea Reed. I’m working from home and won’t be able to deliver them to Access Control.

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

- Current Residents transitioning to a Fellow may trade in their badge on Friday June 30, 2023

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 access, email etc.), extensions cannot be granted since training contracts will have ended.