

2021 Onboarding for New Residents/Fellows at Children's Hospital Colorado "CHCO"

Section A: CHCO EPIC TRAINING /BADGING-PARKING

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).**

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 May 21, 2021.

BADGING/PARKING –

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 21, 2021.
- 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.

Section B: 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 2, 2021.**

CHCO People Soft ID# and CHCO Login/passwords will be ready approximately Friday May 21, 2021 (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.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. 6/30/2022

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)

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

5. **Children's Parking Form** – online form: <https://parking.childrencolorado.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 May 21, 2021.

Section C: 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 discuss the best option with your Program Coordinator.
- **A \$10.00 fee will be assessed for a *lost replacement* badge.**
- **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 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.**
- **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 **Wednesday June 30, 2021**

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