

FMG Student Nurse/MA Epic Training/Registration Process

September 6, 2019

FMG Student Nurse/MA Epic Training Process:

- MINIMUM four weeks prior to rotation start date, student names are communicated to organization designated Student Placement Coordinator
 - *PLEASE NOTE* For future rotations, please notify the CHI Franciscan Student Placement Coordinator if the student nurse is a RETURNING STUDENT who already completed CHI Franciscan Epic training
- Student Placement Coordinator enters student record into Workday in order to create Active Directory (AD) accounts for student nurses. ***Process takes 8-10 business days***
- Student Placement Coordinator receives AD account information and sends it to each school representative for distribution to their respective student nurses along with Epic training schedule information.
- School designated representatives send training registration requests to Epic Training Department (epictraining@chifranciscan.org or 253-573-7251) no later than 48 hours prior to each training iteration.
 - Students must be registered for class to attend; walk-ins will NOT be permitted
 - Student NAMES must be provided in order to “hold spots” in training sessions.
 - Students DO NOT need to have their AD accounts created prior to attending Epic training.
- **PLEASE NOTE-** Student should only register for classes that take place within 60 days of their rotation start date.
- Student are required to attend class and get a minimum of 80% on the class End User Proficiency Assessment (EUPA)
- Epic classes for FMG student nurses and medical assistants are titled “Epic New Hire Ambulatory Nurse/MA” and are two six-hour sessions and cover all basic CHI Franciscan Epic documentation and navigation and will be held at the Franciscan Education Service Center (FESC) or at the Franciscan Administrative Center. The registration will specify where the class will be held.
- Upon the completion of training and passed EUPA, Epic login activation will occur within 1-2 business days after class.
- Student logins for Epic will be the same as their AD accounts that were requested by the CHI Franciscan FMG Student Placement Coordinator.
- **For ALL Epic access questions or concerns, please contact the CHI National ITS Help Desk at 1-866-236-0441 or E-MAIL (nationalhelpdesk@catholichealth.net).**
- If school representatives have registration questions or concerns, they can contact epictraining@chifranciscan.org.

Returning CHI Franciscan Epic Student Nurse Training Guidelines:

- If a student is a returning student and has used Epic during a rotation with CHI Franciscan Health in the previous **twelve (12) months** and has already completed the CHI Franciscan Health Ambulatory Nurse/MA training, no further training will be required. If it has been more than 12 months, the student will be required to attend the Epic Student Nurse class again.

Please contact the Epic Training team at 253-573-7251 or epictraining@chifranciscan.org, if you have any questions or feedback. Thanks!

See next page for the latest schedule of classes:

Upcoming Epic New Hire Ambulatory Nurse/MA classes:

Class	Date	Start Time	End Time	Location
New Hire Ambulatory Nurse/MA Day 1	Wednesday, September 11, 2019	8:00 AM	3:00 PM	FESC 1C
New Hire Ambulatory Nurse/MA Day 2	Thursday, September 12, 2019	8:00 AM	3:00 PM	FESC 1C
New Hire Ambulatory Nurse/MA Day 1	Wednesday, September 25, 2019	8:00 AM	3:00 PM	FESC 2A
New Hire Ambulatory Nurse/MA Day 2	Thursday, September 26, 2019	8:00 AM	3:00 PM	FESC 2A
New Hire Ambulatory Nurse/MA Day 1	Wednesday, October 09, 2019	8:00 AM	3:00 PM	FESC 2A
New Hire Ambulatory Nurse/MA Day 2	Thursday, October 10, 2019	8:00 AM	3:00 PM	FESC 2A
New Hire Ambulatory Nurse/MA Day 1	Wednesday, October 23, 2019	8:00 AM	3:00 PM	FESC 2A
New Hire Ambulatory Nurse/MA Day 2	Thursday, October 24, 2019	8:00 AM	3:00 PM	FESC 2A
New Hire Ambulatory Nurse/MA Day 1	Wednesday, November 06, 2019	8:00 AM	3:00 PM	FESC 2A
New Hire Ambulatory Nurse/MA Day 2	Thursday, November 07, 2019	8:00 AM	3:00 PM	FESC 2A
New Hire Ambulatory Nurse/MA Day 1	Wednesday, November 20, 2019	8:00 AM	3:00 PM	FESC 2A
New Hire Ambulatory Nurse/MA Day 2	Thursday, November 21, 2019	8:00 AM	3:00 PM	FESC 2A
New Hire Ambulatory Nurse/MA Day 1	Wednesday, December 04, 2019	8:00 AM	3:00 PM	FESC 2A
New Hire Ambulatory Nurse/MA Day 2	Thursday, December 05, 2019	8:00 AM	3:00 PM	FESC 2A
New Hire Ambulatory Nurse/MA Day 1	Wednesday, December 18, 2019	8:00 AM	3:00 PM	FESC 2A
New Hire Ambulatory Nurse/MA Day 2	Thursday, December 19, 2019	8:00 AM	3:00 PM	FESC 2A