

New Team Member Epic Training Requirements & Schedules

Updated 6/11/26

Who requests Epic Access:

- Managers or their designee should place new user requests based on the needs of the clinic/unit via: [AMP: Status](#)

What if I'm unsure about which access is needed?

- Ask IT to mirror another user with the same credentials from within the unit/clinic by calling the Service Desk at 434-924-5334 for assistance in submitting a Service Now Request or submit a Service Now Ticket through the HIT website: [Service Operations Workspace](#) | [ServiceNow \(service-now.com\)](#)

When should the request be made?

- Request should be made as soon as the employee user ID is obtained (ideally 1 week before hire)

How will Epic training be communicated to new hires?

- Learners will receive email communication from Epic with confirmation of enrollment the 1-2 days before class offering and will be auto-enrolled in the Workday course(s).

Are training sessions in-person or virtual?

- All Epic classes are virtual

Epic Week 1 New Hire Training

INPATIENT & ED	Day	Time
HUC Epic Training via Workday Module <i>Epic IP Health Unit Coordinator Learning Program & Epic IP Health Unit Coordinator EUPA</i>	N/A	N/A
PCT Epic Training Class	Wednesday	1:00-4:00
Nurses (Regular & Travel) Epic Training Classes	Day	Time
• <i>Epic ASAP Nurse and Paramedic Training (ED Nurses & Paramedics)</i>	Thursday	8:30-3:30
• <i>L&D Nurse & Stork Training (WS Nurses: L&D and Mother-Baby Nurses)</i>	Thursday	9:00-5:00
• <i>Epic Inpatient Nurse Training (Not Women's Services or Emergency Department)</i>	Friday	8:30-3:00
AMBULATORY		
<i>Epic AMB Clinical Support Learning Program*</i> (Digital Modules for RN, LPN, PCT, and MA) *The first module of the learning program is a pre-test. Team members receiving a passing score on the pre-test will find that some remaining modules will auto complete.	Self-Directed; Due by end of day Tuesday of new hire orientation week	
Specialty Training (Regular Hires)		
Department-specific training such as: Phoenix, Bones, Stork, Beacon, & Kaleidoscope. Note: These are in addition to the Epic Courses identified in this document.	Self-Directed; Due by 12:30 PM on Thursday of new hire orientation week	

Epic Test Out Eligibility

Nurses (RN **Clinician 2 or higher**/LPN) and ALS Paramedics with previous EPIC experience are eligible to take the End User Proficiency Assessment (EUPA) if practicing in the following areas or focus:

- Inpatient RNs (excludes: Clin 1's, international nurses)
- Emergency Department & ALS Paramedics
- Stork
- Radiant (Radiology) Nurses
- Optime (OR) Nurses

Notes: If unsuccessful in testing out, learners must attend the instructor-led courses as identified above. Ambulatory team members should refer to the Ambulatory section for test-out information.