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| **New Team Member Epic Training Requirements & Schedules**  Updated 2/4/25 | | |
| **Who requests Epic Access:**   * Managers or their designee should place new user requests based on the needs of the clinic/unit via: [AMP: Status](https://amp.hscs.virginia.edu/#!/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)](https://uvahprod.service-now.com/now/sow/home)   **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 | | |
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| **Epic Week 1 New Hire Training** | | |
| **INPATIENT, ED, OR** | **Day** | **Time** |
| **HUC Epic Training Class** | Wednesday | 8:30-12:30 |
| **CNA (formerly PCA) Epic Training Class** | Wednesday | 1:00-4:00 |
| **Nurses (Regular & Travel) Epic Training Classes** | **Day** | **Time** |
| * *Optime***(OR Nurses)** | Wednesday | 0900-1300 |
| * ***Mandatory****:*  Workday Instructor Led Class “***Epic IP Nurse CBL Time****”*   + Epic Technology Set-up Session (for all inpatient nurses)   **Note: This session is to review and confirm Epic access requirements and will not take the full 2hrs** | Thursday | 8:00-10:00 |
| * *Epic ASAP Nurse and Paramedic Training* **(ED Nurses & Paramedics)** | Thursday | 8:30-3:30 |
| * *L&D Nurse & Stork Training* **(WS Nurses: L&D and Mother-Baby Nurses)** | Thursday | 9:00-5:00 |
| * *Epic Inpatient Nurse Training* **(Not Women’s Services or Emergency Department)** | Friday | 8:30-3:00 |
| **AMBULATORY** |  |  |
| **Specialty Training (Regular Hires)** |  |  |
| Department-specific training such as: Phoenix, Bones, Stork, Beacon, & Kaleidoscope.  **Note: these are in addition to the instructor-led courses identified in this  document** | **Self-Directed;** Due by 12:30 PM on Thursday of New Hire Orientation Week | |
| **Instructor Lead (Assigned in Workday)** |  | |
| **PCT** Epic Training Class | Thursday | 10:00-12:00 |
| **Medical Assistants** Epic Training Class | Thursday | 12:30-3:30 |
| **Nurse Training** (RNs, LPNs) | Thursday | 12:30-3:30 |
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| **Epic Test Out Eligibility** | | |
| Nurses (RN **Clinician 2 or higher**/LPN) with previous EPIC experience in the following areas of Practice or Focus:   * Inpatient RNs (excludes: Clin 1’s, international nurses) * Ambulatory RNs/LPNs * Emergency Department & ALS Paramedics * Stork * Radiant (Radiology) Nurses * Optime (OR) Nurses   **Note: If unsuccessful in testing out learners must attend the instructor-led courses as identified above** | | |