

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](#)

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, 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
<ul style="list-style-type: none"> <i>Optime (OR Nurses)</i> 	Wednesday	0900-1300
<ul style="list-style-type: none"> Mandatory: Workday Instructor Led Class "<i>Epic IP Nurse CBL Time</i>" <ul style="list-style-type: none"> Epic Technology Set-up Session (for all inpatient nurses) <p>Note: This session is to review and confirm Epic access requirements and will not take the full 2hrs</p>	Thursday	8:00-10:00
<ul style="list-style-type: none"> <i>Epic ASAP Nurse and Paramedic Training (ED Nurses & Paramedics)</i> 	Thursday	8:30-3:30
<ul style="list-style-type: none"> <i>L&D Nurse & Stork Training (WS Nurses: L&D and Mother-Baby Nurses)</i> 	Thursday	9:00-5:00
<ul style="list-style-type: none"> <i>Epic Inpatient Nurse Training (Not Women's Services or Emergency Department)</i> 	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

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