NURSING STUDENT EPIC TRAINING 2015 -2016

With the pending hospital move and in response to changes Epic has made to how hospitals are permitted to conduct nursing student training, we have adjusted our Nursing Student Epic training processes. In a nutshell, all Nursing Student Epic training needs to be conducted at Genesis by a Genesis employee who is credentialed in EpicCare Inpatient and has stayed active within the Epic system.

New Student Process:

1. **Only Genesis Employed Credentialed Trainers can teach Student Classes.** Universities, who do not have instructors that are Genesis Employees, will schedule and attend classes with students. The actual class will be taught by another Credentialed Trainer/Instruction or the IT Principal trainer.

2. **Classes can only be conducted on site at Genesis.**
   - Classrooms will be available M – F starting as early as 7:00 am and ending by 7:00 pm (Northpointe Building 5).
   - Classes will be scheduled during Epic Nursing Student Training Dates (see proposed dates).
   - Space is limited, so all seats will be open to any university student in need of training. The goal is to fill all classes to capacity regardless of school.

3. **Nursing Student training will be reduced to 4 hrs.**
   - Sessions will be reduced to 4 hrs of training - Final Curriculum TBD.
   - Students will be finger printed after class completion.
   - Student access will be distributed by training staff, at class, for new students.

Returning Students process will be reviewed (Josh/Dan)

**Logistics Room Reservations:**
- Each training room seats 16 students – 1 instructor workstation
- Rooms will be reserved for 4 hour sessions- entire classes can be by a University.
- Seven days prior to class, student names will be submitted to Dan Vincent and Ann Fornataro.
- If class is not filled with students 7 days prior to the session, the session will be opened to other University students (Ann will communicate to the universities seat availability). See example
- Reservations will be made in the priority order used today for clinical placement.

Student workbooks will be available on site, but not removed from the classroom.

**Directions to Building 5 training rooms** Address - 4025 Northpointe, Building 5
Exiting Bethesda Hospital, turn left onto Maple.
- Continue on Maple Ave (route 60) to the traffic light near Lowes and Community Bank (approximately 3 miles).
- Turn right onto Northpointe drive (stay left).
- First Traffic Light- turn left.
- Continue on entrance road stay left to Building 5.
- Park near the left side of the building entrance (facing the building) -Buzz to gain access to training rooms.
Schedule Example:

<table>
<thead>
<tr>
<th>University Requesting</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th># Requested</th>
<th>Seats</th>
<th>Open seats</th>
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</thead>
<tbody>
<tr>
<td>Muskingum</td>
<td>24-Aug</td>
<td>8:00 - 12:00</td>
<td>NP Training Rm 1</td>
<td>-10</td>
<td>16</td>
<td>6</td>
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<tr>
<td>Muskingum</td>
<td>24-Aug</td>
<td>8:00 - 12:00</td>
<td>NP Training Rm 2</td>
<td>-5</td>
<td>16</td>
<td>11</td>
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<tr>
<td>OUZ</td>
<td>25-Aug</td>
<td>8:00 - 12:00</td>
<td>NP Training Rm 1</td>
<td>-9</td>
<td>16</td>
<td>7</td>
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<tr>
<td>OUZ</td>
<td>25-Aug</td>
<td>1:00 - 5:00</td>
<td>NP Training Rm 1</td>
<td>-15</td>
<td>15</td>
<td>0</td>
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<tr>
<td>OUZ</td>
<td>26-Aug</td>
<td>8:00 - 12:00</td>
<td>NP Training Rm 1</td>
<td>-16</td>
<td>16</td>
<td>0</td>
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<tr>
<td>IT PT Trainer</td>
<td>26-Aug</td>
<td>1:00 - 5:00</td>
<td>NP Training Rm 1</td>
<td>-16</td>
<td>16</td>
<td>16</td>
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<tr>
<td>MT Vernon</td>
<td>27-Aug</td>
<td>8:00 - 12:00</td>
<td>NP Training Rm 1</td>
<td>-9</td>
<td>16</td>
<td>7</td>
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<tr>
<td>MT Vernon</td>
<td>27-Aug</td>
<td>1:00 - 5:00</td>
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<td>15</td>
<td>10</td>
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<tr>
<td>COTC</td>
<td>28-Aug</td>
<td>8:00 - 12:00</td>
<td>NP Training Rm 1</td>
<td>-14</td>
<td>15</td>
<td>2</td>
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<tr>
<td>COTC</td>
<td>28-Aug</td>
<td>1:00 - 5:00</td>
<td>NP Training Rm 1</td>
<td>-13</td>
<td>15</td>
<td>3</td>
</tr>
</tbody>
</table>

- OUZ has students that can not attend on the 25th – contact to see what other dates are available. We will offer the 24 or 26 as options.
- COTC would like to add 4 students on 25 – will that work?
- OUZ would like to add 3 students to the 28th – will that work?

Proposed Dates

Starting the week of the August 24 – September 18th.
Sessions 8:00 – 12:00 or 1:00 – 5:00 – does that work?
Could do 3:00 – 7:00 as an option – are you interested?

Other suggestions or requests?

Curriculum:

We will send an electronic outline of the lessons being taught today during student training. We would like your feedback. We will finalize the curriculum based on your needs and requests and Genesis nursing leadership.

Once final, you will receive a revised copy of the outline, and if a Genesis Employee, a revised copy of the lesson plans and student guide.

Genesis Updating Epic:

In the early morning of August 12, Genesis will install the newest version of Epic. University Instructors, who are employees and Credentialed Trainers, will be required to attend Super User sessions to learn the impact the changes have on the nursing workflow. That information will be incorporated into the lesson plans.