OVERVIEW
INCOMING HOUSESTAFF EMR TRAINING
2014-15

The following is a guide to how electronic medical record (EMR) training will be handled this year for the new interns, as well as new residents and fellows arriving on or around July 1, 2014.

As there always seem to be multiple questions each year on the process (and understandably so), I will endeavor to be as detailed and explicit as possible.

I. Introduction

We are now completing our third full academic year with an integrated Epic EMR in both the inpatient and ambulatory settings. The Emergency Department also went live on Epic in June 2012, and in October 2013 Epic went live in the main operating rooms, as well as many of the procedural areas (e.g., bronchoscopy suite).

We will continue our usual approach of having some learning done online by incoming trainees in advance of arrival. We have some materials and resources online for our trainees to review, which should improve readiness of the incoming trainees to begin working with the system.

Regarding residents and fellows: because incoming residents and fellows do not have an orientation week before starting clinical work, there is no established time prior to July 1 to hold classes. We have asked residents and fellows to sign up for individual classes during the summer in previous years, with mixed results at best. This year, we will be working directly with the various training programs to set up service-specific EMR training classes for residents and fellows to attend. Details on this are outlined below.

II. General Approach to Incoming Intern EMR Training and Training Schedule

A. All Incoming PGY1 Trainees should view the following materials online in advance of arrival for intern orientation:

a. Basic Epic workflow training. We have some training videos that review several of the basic Epic workflows applicable to all users. (The videos were created by a senior medical student at UCSD, but the content is very useful generally.) These videos are available at: http://meded.ucsd.edu/index.cfm/isp/epic/. The username and password for this site are “epictraining” and “EPIC*2014”, respectively.

B. In addition to the 4-hour Epic EMR class scheduled during orientation week, most new interns are strongly encouraged to complete an additional 2-hour EMR class no later than October 1. In recognition of intern clinical schedules and workload, these classes will be made available at multiple times throughout the summer. However, it is the responsibility of the residency program and the individual trainee to ensure that this additional training class is attended. Details on the dates and times of EMR classes during summer 2013 will be posted in the UC Learning Center later this spring.
C. All incoming PGY1 trainees should complete the online *Computer Security and Use Agreement* prior to arrival. The form can be found at: [https://ucsdhc-web1.ucsd.edu/security/](https://ucsdhc-web1.ucsd.edu/security/).

D. For incoming PGY1 trainees, a 4-hour EMR training block during orientation week is scheduled as follows:

**Tuesday, June 24**

<table>
<thead>
<tr>
<th>8 AM – Noon: Hillcrest Arbor Site</th>
<th>1 PM – 5 PM: Hillcrest Arbor site</th>
</tr>
</thead>
<tbody>
<tr>
<td>- General Surgery</td>
<td>- Internal Medicine</td>
</tr>
<tr>
<td>- Surgical Specialties</td>
<td></td>
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<tr>
<td>- Emergency Med</td>
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</tr>
</tbody>
</table>

**Thursday, June 26**

<table>
<thead>
<tr>
<th>8 AM – Noon: Mission Valley site</th>
<th>1 PM – 5 PM: Mission Valley site</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Family Medicine</td>
<td>- Psychiatry</td>
</tr>
<tr>
<td>- Family Medicine/Psych</td>
<td>- Pathology</td>
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<tr>
<td>- Reproductive Medicine</td>
<td>- Medicine/Pediatrics</td>
</tr>
</tbody>
</table>

E. EMR training for interns will take place at one of two sites (as designated above):

a. Hillcrest Arbor site: The Hillcrest computer training room is located in the same building as the Security office (where badges are obtained). It is located across the street from the main entrance to the Hillcrest Emergency Department. The training room is in Room 106.

b. Mission Valley site: The Mission Valley training room is located at 1550 Hotel Circle South, Suite 230. There is open (free) parking at this site.

F. At the time in-person EMR training, each intern will also receive a packet of information including their UCSD e-mail address, their Active Directory usernames and passwords, their Epic usernames and passwords, as well as instructions on how to use other systems (Microsoft Outlook, SharePoint, etc.).

**NOTE:** If any training coordinator has **PGY2 & higher Resident Physicians** arriving in time to attend one of the training sessions being held on June 24 or 26 (instead of closer to July 1), please contact Brian Clay to arrange scheduling.

G. **Special Circumstance for Pediatrics interns:** Because Rady Children’s Hospital is also Epic-live, incoming PGY1 pediatrics trainees will have their Epic in-class training coordinated by and held at the Rady Children’s, rather than through UCSD. Additional instruction materials will be made available to the Pediatrics residency regarding specifics of Epic EMR usage in the setting of the UCSD Medical Center Newborn Nursery and NICU rotations.

H. **Special Circumstance for Pathology interns:** PGY1 pathology trainees do not need the additional 2-hour class. The initial 4-hour class will be sufficient.

**NOTES:** UCSD School of Medicine graduates staying here for internship will still be required to attend EMR training.
I. **Intern EMR Training Summary:**
- Online material to be viewed in advance of arrival.
- *Computer Security and Use Agreement* to be completed online in advance of arrival.
- 4 hours of in-class training during orientation week
- 2 additional hours of in-class training encouraged prior to October 1 (except for Pathology).
- **PGY1 Pediatric Trainees:** training coordinated by Rady Children’s Hospital.

III. **General Approach to Incoming Resident Physician EMR Training**

A. Any/all PGY2 and above residents and fellows new to UCSD are going to be strongly encouraged to attend in-class Epic training (see E. below). Residents who were interns at UCSD and fellows who were residents at UCSD are not subject to this recommendation, but are welcome to attend in-class training as well.

B. There will be a one-hour Epic demonstration in the Hillcrest Main Auditorium at noon on July 1st. At that time, each resident and fellow will also receive a packet of information including their UCSD e-mail address, their Active Directory usernames and passwords, their Epic usernames and passwords, as well as instructions on how to use other systems (Microsoft Outlook, SharePoint, etc.).

C. All incoming PGY2 and above trainees should complete the online Computer Security and Use Agreement prior to arrival. The form can be found at: [https://ucsdhc-web1.ucsd.edu/security/](https://ucsdhc-web1.ucsd.edu/security/).

D. All incoming PGY2 and above trainees should view the following materials online in advance of arrival for orientation:

   a. **Basic Epic workflow training.** We have some new training videos that review several of the basic Epic workflows applicable to all users. (The videos were created by a senior medical student at UCSD, but the content is very useful generally.) These videos are available at: [http://meded.ucsd.edu/index.cfm/isp/epic/](http://meded.ucsd.edu/index.cfm/isp/epic/). The username and password for this site are “epictraining” and “EPIC*2014”, respectively.

E. **Resident and Fellow In-Class Training:** We will be in contact with the training program directors this spring to attempt to set up program-specific training classes throughout the summer, rather than holding set class times during which residents and fellows from disparate specialties receive generic training. The class schedules and timelines will be specified this spring.

F. **Special Circumstance for Most Pediatrics Subspecialty Fellows:** Rady Children’s Hospital is also Epic-live, so most incoming pediatrics subspecialty fellows will have their required Epic in-class training coordinated by and held at the Rady Children’s site, rather than through UCSD. Pediatric fellowship programs should contact the clinical systems team at Rady Children’s for more information.

For **Pediatric Neonatology**, Dr. Donna Garey will be setting up several Epic training sessions for the neonatology fellows over the first month of training.
G. **EMR Training Summary**

- Online material to be viewed in advance of arrival.
- *Computer Security and Use Agreement* to be completed online in advance of arrival.
- Epic demonstration session at noon on July 1 in the Hillcrest Main Auditorium.
- We will be developing a process to set up program-specific training classes for residents and fellows. More details to come this spring.

- **Most Pediatrics specialty fellows** will have any required Epic training coordinated by Rady Children’s Hospital. **Pediatric Neonatology** will have their Epic training coordinated by Dr. Donna Garey at UCSD.

Please do not hesitate to contact me with any questions or for any clarifications. (Trust me – you’ll get a much faster response by email than if you leave a message on my office phone.)

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