Nursing Student & Faculty Orientation & Epic Training Instructions

Orientation & Onboarding / Getting Started in Workday

If you are a nursing student or nursing clinical faculty that is new to Corewell Health West, you must complete the onboarding process in ACEMAPP and Workday as well as orientation compliance training modules in Workday prior to starting your clinical experience.

If you are a Corewell Health team member and a student or faculty, you will receive a Workday account for your employee role and your student/faculty (Workday term is 'contingent worker') role. If you are not a Corewell Health team member, you will receive one contingent worker Workday account.

Upon initial login into the Workday system, you will be prompted to complete several business processes as part of onboarding (note notifications at top right of Workday landing page – bell icon):

- **Personal Information**
- **Edit Government IDs**
- **Change Emergency Contacts**
- **Acknowledge Policies**
- **Acknowledge Code of Excellence**

 ***PLEASE NOTE**: If you are a Corewell Health team member and a student or faculty member, you will have a separate network login/password for each role in Workday. You will receive your network credentials in a separate email from Corewell Health Service Now when your account has been set up. (Account setup occurs once ACEMAPP onboarding requirements for your clinical group have been met)

Orientation includes online learning modules that are accessed through Workday Learning. You will be assigned to complete the following modules:

- **New Hire Compliance Education – CW - Compliance**
- **New Hire Compliance Education – CW – Health Care Safety**
- **New Hire Compliance Education – CW – Workplace Safety**
- **New Hire Compliance Education – CW – Infection Prevention**
- **New Hire Compliance Education - CW - Privacy and Information Security**
- **New Hire Compliance Education - CW - Safeguarding Sensitive Data**
- **New Hire Compliance Education – CW – Polices and the PolicyTech Tool**
- **New Hire Compliance Education – CW – The Code of Excellence**

This training must be completed to start your clinical experience.

If you have previously completed this training as a student/faculty or as an employee, you can put in a ServiceNow request to have training waived, or contact the Compliance Department to have the New Hire Compliance Training waived - compliancedepartment@corewellhealth.org

Online training is designed to be completed on your own at your convenience, however, your school may choose to have you complete this onsite or in a group setting as part of clinical time.
See instructions for Workday Login and Onboarding.

Epic Training for Nursing Students and Instructors

In addition to the above-described orientation modules, if you are new to Epic at Corewell Health, or new to the role (nursing student or nursing faculty/inpatient nurse) you will be functioning in, you will need to complete Epic new hire training if you will be accessing the electronic medical record (Epic).

Nursing Students
You are required to take an Epic digital course prior to gaining access to Epic for the nursing student role. This digital course includes a series of 8 self-study modules and a proficiency assessment. This course should be automatically assigned to students in Workday Learning at the time their account is activated. Students may also register themselves for this eLearning course themselves using the Browse Learning Content function in Workday Learning. The digital course is called "*Epic New Hire Inpatient Student Nurse*." To ensure success with this training, follow these tips:

1. You MUST have sound when viewing the digital course.
2. Complete the modules in order.
3. Complete all modules prior to attempting the assessment.

Access to Epic is granted after completion of Epic training for your role has been verified, including successful completion of the proficiency assessment. Please allow up to 3 business days for the Epic Security Team to verify completion of your training and activate your account.

After completing Epic training, access to Epic is maintained by logging into the system within the past year. After a year of inactivity in Epic, review of training will be required to reactivate accounts. If you have not logged into your Epic account for more than 6 months, your account will be blocked due to inactivity and will require a call to the Service Desk to reactivate.

Nursing Faculty
Please ensure that students have completed all 8 modules and have passed their assessment with an 80% or greater score before directing students to call the DS Help Desk for access issues.

If students are unsuccessful in passing the proficiency assessment, they may be required to plan to attend the 1-day New Hire Inpatient Nurse classroom course. This is the same course described below for the nursing faculty.

Nursing faculty must also complete Epic training to gain access as an instructor. All instructors are automatically assigned the Epic digital course "*Epic New Hire Inpatient Student Nurse Instructor*" in Workday Learning at the time of account activation. This course meets minimum requirements for initial training or can be used as a refresher if needed. Nursing faculty are strongly encouraged to take the *Epic New Hire Inpatient Nurse* in-seat course, which is a 1-day classroom course offered every 2 weeks, usually on Mondays from 0800-1400. The course is called *"Epic New Hire Inpatient Nurse"* in Workday Learning (find by going to Browse Learning). New faculty members can register for this course on their own in Workday.

Access to Epic is granted after completion of Epic training for your role has been verified, including successful completion of the proficiency assessment. Please allow up to 3 business days for the Epic Security Team to verify completion of your training and activate your account.

After completing Epic training, access to Epic is maintained by logging into the system within the past year. After a year of inactivity in Epic, review of training will be required to reactivate accounts. If you have not logged into your Epic account for more than 6 months, your account will be blocked due to inactivity and will require a call to the Service Desk to reactivate.

Logging into the Corewell Health Network and Epic with your User ID and Password

Once you have completed the ACEMAPP and Workday onboarding processes, including verifying your personal information, your Corewell Health network account will be created/activated. You will receive an email from Corewell Health Service Now with your access credentials. Your Epic account will be activated after the successful completion of the required Epic training course.

Nursing Students Who Are Not Corewell Health Team Members:
You will receive <u>one</u> network account, which will provide access to the computer workstations, as well as applications, including Workday and Epic. You should be able to use single sign in to access Epic using this account once access has been granted.

CH Network initial passwords are random and will be emailed to end users separately from login credentials.

Once you log into your account the first time, you will then be prompted to set up your own chosen password, which will be good for one year.

Password requirements:
In accordance with the Corewell Information Security Policy, passwords must:
- Have a minimum of 12 characters
- Contain characters from 3 of the following 4-character classes (Upper case letters, lower case letters, numbers, special characters)
- You may not reuse your last 24 passwords.

If you need assistance with your password, contact the DS Help Desk or go to the password self-service portal: https://corewellhealth.org/password

After successfully changing your password and logging into Epic, you will be prompted to select the login department/unit that you will be working on for the day, as well identify your default cosigner (students) The cosigner is the clinical faculty or preceptor (leadership students). This individual is responsible for reviewing and cosigning your student documentation.

Nursing Students Who Are Corewell Health Team Members:
You will have <u>two</u> network accounts.
1. One will be your team member network user ID, which will provide access to the computer workstations, as well as applications, including Workday and Epic for your Team Member role. You should be able to use single sign in to access Epic using this account once access has been granted.
2. The second user ID will be your student network user ID, which will provide access to the computer workstations, as well as applications, including Workday and Epic for your student role. You should be able to use single sign in to access Epic using this account once access has been granted.

Be sure you are using the correct network login for the correct role you are functioning in for the shift, as what you can view and document on will be different for each role.

CH Network initial passwords are random and will be emailed to end users separately from login credentials.

Once you log into your account for the first time, you will then be prompted to set up your own chosen password, which will be good for one year.

Password requirements:
In accordance with the Corewell Information Security Policy, passwords must:
- Have a minimum of 12 characters.
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After successfully changing your password and logging into Epic, you will be prompted to select the login department/unit that you will be working on for the day, as well identify your default cosigner (students) The cosigner is the clinical faculty or preceptor (leadership students). This individual is responsible for reviewing and cosigning your student documentation.

Nursing Faculty

You will receive <u>one</u> network account, which will provide access to the computer workstations, as well as applications, including Workday and Epic. You should be able to use single sign in to access Epic using this account once access has been granted. If you are a Corewell Health team member, you will use the same network ID when functioning in the faculty role and may have multiple Epic templates assigned.

CH Network initial passwords are random and will be emailed to end users separately from login credentials.

Once you log into your account the first time, you will then be prompted to set up your own chosen password, which will be good for one year.

Password requirements:
In accordance with the Corewell Information Security Policy, passwords must:
- Have a minimum of 12 characters.
- Contain characters from 3 of the following 4-character classes (Upper case letters, lower case letters, numbers, special characters)
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If you need assistance with your password, contact the DS Help Desk or go to the password self-service portal: https://corewellhealth.org/password

After successfully changing your password and logging into Epic, you will be prompted to select the login department/unit that you will be working on for the day. Students logging in will directed to identify their requested cosigner upon login. The cosigner is the clinical faculty or preceptor (leadership students). This individual is responsible for reviewing and cosigning student documentation (see cosigning instructions on ACEMAPP)

Faculty Epic Inpatient Nurse Users

Dual role faculty members who use the Inpatient Nurse Epic template for both their team member and faculty roles may continue using their team member network account to access Epic for both roles.

When accessing Epic as a faculty (using either your team member or faculty account), you will need to change your default role from Registered Nurse to Faculty/Faculty when signing in for the shift. This will let Epic know that you are not the assigned RN for the shift but functioning in a nursing faculty role. You can also add your cell phone number and school if you wish to provide additional information when signing in.

Questions/Concerns?

For all technical issues or account questions, including password issues, please contact the Corewell Health DS Help Desk at (616) 391-4357, option 3.

Contact Josh Meringa, Nurse Educator & Academic Liaison at josh.meringa@corewellhealth.org for assistance or questions regarding Orientation and Epic training requirements.