



Clinical Onboarding Requirements

Nash UNC Health Care is pleased to be a part of your clinical educational process as you pursue a career in Healthcare. The requirements for student participation in our clinical setting are specified on the Consortium Clinical Education Practice (CCEP) Passport, which represents the highest standards as evaluated by the CCEP Committee. Please complete the steps below.

Instructions for Student Onboarding

Step 1.

- Access the Wake AHEC website www.wakeahec.org
- Select the *Student & Preceptor Support* Section
- Select *Consortium for Clinical Education and Practice (CCEP)*
- From the CCEP Page you will see instructions for completing the
 - 1) Core Orientation
 - 2) Passport Faculty/Student Credentialing Form

Step 2.

- Complete the Core Orientation document, questions and evaluation
- Proceed and complete the PDF Certificate -Insert your name, date on the certificate
- Submit the completed Core Orientation Certificate to the designated school representative

Step 3.

- Complete the Passport Faculty/Student Credentialing Form and attach all verifying documentation.
- Submit the completed Passport-Faculty Student Credentialing Form to the designated school representative

Step 4.

- Complete Agency Specific Information
- Access the Nash UNC Health Care website <https://nashunchealthcare.org>
- Select 'Clinical Education for Students' at the bottom right of the homepage
- Read the *Nash UNC Health Care Core Orientation*
- Read the *Code of Conduct Attestation*
- Print the signature page - Sign and date the form
- Submit the completed signature form and Code of Conduct Attestation to the designated school representative

Once you have completed the clinical onboarding requirements above, check with your point of contact (POC) at Nash UNC Health Care. If you will be doing chart review or documenting in EPIC you will need to complete computer training.

Computer Training Requirements

Step 1

- Once the clinical onboarding requirements above are completed, your designated school representative will request a U# and EID, which are needed for computer training.
- When you receive your U# and EID, please see the formula for converting the EID to Default Password.
- Change your password according to the instructions.
- If training is completed off site, you will need to have DUO, 2-step verification, to access My Apps (Citrix) to do your EPIC training in LMS. Follow the instructions for DUO and installing My Apps before you finish, to be able to access needed resources remotely.

Step 2

- **To register for EPIC training**
- Go to: <https://myapps.unch.unc.edu>
- Enter Login (U number and new password)
- Click on LMS (Learning Made Simple)
- Check with the department you will be working in for the required course number to register for in LMS
- Complete the courses and assessment with 80% or better.

Step 3

- Let your Nash POC know when you successfully complete your assessment, and ask them to submit an ARC Request for your EPIC template. (Clinical groups that submit the EPIC template on the Bulk Request Form will not need to have an ARC Request.)
- Access to EPIC will take 3 business days once you have successfully completed your training, and the request for the EPIC template has been submitted via Bulk Request Form or ARC Request.
- Once you arrive at Nash UNC Health Care, on your first attempt to go into EPIC, if it is Blocked, call the IS Helpdesk to verify your EPIC training, and have your account unblocked.

If you need assistance at any time during the computer training process, the ISD Service Desk is available to help. The ISD Service Desk phone number is 984-974-4357, and the email is epictraining@unchealth.unc.edu. If your issue is not immediately resolved, be sure to get a ticket number to assist with follow-up communication.