



To:
From:

Re: Nursing students Epic training

Thank you for taking the time to help ensure that your students receive the training and access they need to have a successful clinical rotation at OHSU. In order for us to help you better, please complete the following steps:

1. Each of your students are required to take the following Epic classes:
 - IP100 Inpatient Clinical Fundamentals
 - IP101 Inpatient Clinical Nursing Documentation
2. To find available classes for your students, please access TrainingForce: (<https://trainingforce.ohsu.edu/registration/>). Under the Find a Class category, click into the NEW! Search by Category section, Inpatient Epic, and use the Category Browser to see which classes are accepting students. Please do not attempt to register your students; go instead to step 3.
3. Complete the “**Epic Training for Nursing Students**” excel spreadsheet with the appropriate information for each of your nursing students that have been identified to take Epic training (one row per student).
4. After you have completed the excel spreadsheet, please send it to epic@ohsu.edu, Attention Lindsey Reynolds.
5. If you have any questions, please e-mail epic@ohsu.edu.

Recommendations:

- We strongly encourage you to schedule your students to attend training on Saturdays as these dates normally have open seats.
- We also recommend that you schedule multiple students to attend a designated training class, and when possible the Nursing School Coordinator attends at the same time. This helps reduce the opportunities for getting “lost” on the OHSU campus.

Please note that this process will not continue for all nursing student’s Epic Training registration. This has been set in place for Epic Training classes during the months of March and April.