

NORTHWEST COMMUNITY HEALTHCARE – EPIC TRAINING REFERENCE SHEET

CLN STUDENT NURSE – EPIC CBT ONLINE, TRAINING INSTRUCTIONS

INSTRUCTIONS FOR STUDENT NURSES

All users are required to complete NCH Epic training and successfully pass an **End User Proficiency Assessment (EUPA)** before their Epic account is activated. Identified non-NCH staff may take a **Computer Based Training (CBT)** online when an NCH Epic application has made training available in lieu of attending instructor-led classroom training. Use these instructions to complete your CBT and quiz.

To complete the NCH Epic training, you will need to:

- I. Use an NCH computer (onsite), and
- II. Have this instruction sheet (printed or electronically) to use the hyperlink in step #4.

Please follow the steps below to complete Epic training.

1. NCH will reserve an NCH classroom for a specific date and time when students can take the Epic CBT and EUPA onsite.

2. ARRIVING AT NCH (on assigned date/time).

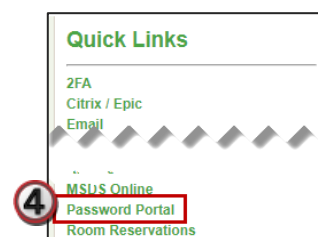
- A. Arrive at NCH and park in **Garage B**.
- B. Take elevator to **Lower-Level 1**.
- C. Make a right to enter *The Learning Center*. When the assigned classroom is **IT-1**, follow the zig-zag hallway. IT-1 is located after the IT-2 and IT-3 classrooms.
- D. Go to your **assigned classroom** to use an NCH computer and complete Epic training (steps #3 and #4 below).



***** Please use a disinfectant wipe available in the classroom to wipe your workstation space BEFORE sitting *****

COMPLETE EPIC TRAINING

3. You will only receive your NCH Username. At an NCH computer, open a web browser and click **Password Portal** on the right-side of the NCH Intranet homepage to change your password.
4. **START** your assigned Epic **CLN Student Nurse CBT course** in the assigned NCH classroom. Use an available NCH computer to start your CBT using electronic or printed instructions.
 - A. Use electronic instructions: Access these instructions online (from the [NCH Orientation for Nursing Students](#) website) to then click the hyperlink below to launch the CBT course.



To open your assigned Epic CBT, click the hyperlink: <https://bit.ly/3iy27aW>

- B. Use printed instructions: Open the **Chrome** web browser. Type the above hyperlink web-address (in blue) with lower-case and upper-case in Chrome, then press **Enter** on keyboard to launch the CBT course. **The hyperlink is case-sensitive.**
5. **PASS** your Epic **EUPA (quiz)** with a score of 80% or higher.
 - A. After completing and exiting the CBT course, when prompted on the EUPA/QUIZ window, enter your first and last name.
 - B. Answer each question until you have to **Submit** your quiz.
 - C. Your score appears immediately. If your score is lower than 80%, you may retake the EUPA.

NOTE: Only EUPAs with a passing score of 80% or higher are logged, to then have the Epic account activated.

AFTER TRAINING IS COMPLETE: An Epic Trainer reviews the EUPA log and activates your Epic account within one (1) business day.