

INFORMATION SYSTEMS AND EPIC DEPARTMENT

RN/LPN Student and Faculty Epic Computer Training and Account Reactivation Requirements

1. One point of contact, with one backup, should be designated from each college/university to schedule CFV computer classes for RN/LPN students and faculty.
All requests for training are to be submitted through the college/university designee for scheduling classes at CFV. Fully completed and signed Computer Access Forms should be forwarded to **Margaret Alexander** in the IST/Epic Department. Please forward electronically to: malexander@capefearvalley.com
2. Request for class training should be submitted at least **8 weeks** prior to beginning of school semester (Fall, Spring, Summer, etc.).
3. CFV Nursing School Epic Computer Training Coordinator will provide available training dates within 72 hours of receiving request.
4. The Student Faculty Epic Computer Access Spreadsheet should be fully completed and returned to Margaret Alexander @ malexander@capefearvalley.com at least 4 weeks prior to scheduled training date. Complete column on spreadsheet identifying student/faculty as a CFV employee by inserting Y if CFV current employee.
5. College/University point of contact or designee should submit completed Computer Access Forms (CAF) via confidential email or hand delivered at least three (3) weeks prior to training date for accounts and computer access to be established. Incomplete forms will delay obtaining the student/faculty login and access and may require that the student(s) be rescheduled.
6. Student and faculty Epic computer training classes will be scheduled based on need and trainer's availability at one or more of the following locations (depending on class size):

Medical Arts Building 101 Robeson Street Fay, NC 28304 1st Floor, Room 112
E. Newton Smith Building, 227 Fountainhead Lane Fay, NC 28304 2nd Floor, Room 1
E. Newton Smith Building, 227 Fountainhead Lane Fay, NC 28304 2nd Floor, Room 2
E. Newton Smith Building, 227 Fountainhead Lane Fay, NC 28304 3rd Floor, Room 1
7. **Computer classes should be scheduled according to the student's level in the curriculum.** If the students are not passing medication or documenting during semester, the students will be enrolled in Epic "View Only" Learning Plan for the clinical experience area (Med Surg, ED, L&D, etc.).
8. The Pyxis module must be completed by faculty for Pyxis access. The Pyxis module completion is a one-time requirement. This does not apply to Cape Fear Valley employees who work at least halftime. **See Pyxis Instruction Sheet.**
9. Students are to wear their school uniform or dress casual to class (no jeans, flip flops, beach wear, etc.). All students and faculty are required to wear a CFV identification badge to training, unless discussed otherwise between faculty, HR and Epic Training Coordinator.

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10. Students are required to comply with class instructions. Student(s) may be dismissed from training after failure to comply after several requests. School coordinator will be notified immediately if student is dismissed from training. Student training will be reschedule based on availability at the request from the school coordinator or designee.
11. Computer classes with begin on time. A ten-minute grace period will be given. Student may attend after the grace period if the trainer is notified by faculty member with a reasonable excuse for late arrival.
12. Communication to the Epic Computer Training Coordination maybe done via email or telephone at malexander@capefearvalley.com or 910-615-1752 (Office)/910-633-9760 (Cell).

Network and Pyxis Log in Information, Help Desk and Expired Accounts

NETWORK LOG IN – Will be provided to student and faculty during Epic computer training.

Students and faculty will log on to the network with log in ID and temporary password. If correct, student/faculty will be prompted to change their password. If issues exist at this time, the training coordinator will work with Courion and Epic Security Team to resolve the issue.

UNABLE TO LOG IN at CLINICAL SITE- Student/faculty must contact CFV Help Desk for log in ID and password assistance at 910-615-5555 if unable to remember log in ID and/or password.

TWO QUESTION AUTHENTICATION- Student/faculty must remember the answer(s) to the two authentication questions listed on the computer access form to provide to CFV Help Desk for assistance with log in ID and/or password reset.

EXPIRED ACCOUNTS- College/University student/faculty coordinator should contact CFV Epic Computer Training Coordinator via email or phone regarding expired accounts at least three weeks prior to onsite clinical experience/rotation.

PYXIS LOGIN- is provided once Pyxis tutorial is completed and Pyxis Certification is received and submitted to the CFV Pyxis Coordinator. Initial password is "password". The Pyxis will then prompt a password change and a fingerprint ID. Contact Nancy Rittenhouse at 615-7976 for any pyxis related issues.

NOTE: Beginning Summer 2021, all schools' students and faculty will be required to sign up for Epic computer training through Rotation Manager.