

Policy Level: Harborview Medical Center and UW Medical Center

Policy Title: **UW Medicine ITS / CIS EHR Practitioner Mandatory Training Policy**

Policy Number:

Date Established: 7/12/2013

Date Revised: 7/12/2013

Date of Last Cyclic Review: 7/12/2013

Purpose

To ensure the maximum safety of our patients, all clinical staff are required to complete EHR training prior to delivering patient care.

Under the direction of the UW Medicine Quality and Safety Executive Committee, a new medical staff orientation program was initiated on July 1, 2011 to standardize and improve the process by which new medical staff members are on-boarded and oriented to UW Medicine. This program brings the training and orientation of medical staff into alignment with the existing policies and procedures for staff orientation. EHR Training is a part of this orientation program.

Policy

Mandatory EHR training must take place prior to patient contact for all practitioners who worked as a resident, fellow, or visiting resident at UW Medicine prior to May 18, 2012 or who have not practiced at UWMC for one year. This requirement is strongly endorsed by clinical leadership, by the Quality and Safety Executive Committee, and by the UWP Clinical Practice Committee.

New hire training includes an orientation to the ORCA and/or EpicCare systems, including EPICweb and ways to identify information on clinic visits, medications, and allergies.

ORCA and EpicCare training classes are offered on a regular basis at either UWMC or HMC and are each eight hours long. During times of increased new medical staff arrival (July-September), additional training capacity is added. Classes may be attended at either medical center site (regardless of the practitioner's site of practice).

Roles and Responsibilities

Practitioners entering UW Medicine will be registered for training by the UW Medicine Health System Human Resources, OD&T (<http://odt.uwmc.washington.edu>).

Questions related to ORCA or EpicCare training and registration can be directed to UW Medicine Clinical Applications Education by e-mail at regedemr@uw.edu.

Approvals

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Policy Approved By

7/12/2013
Date