

Instructor Checklist

Prior to Class


- You should have turned in the Student Access Request & Confidentiality forms (Step 1)
 - Access is required for clinical rotation but not required for Epic training
- You should have reserved a room at a Lee Health facility to teach (Step 2)
- Print a copy of the **student exercise**, one **information sheet** and one after class **assessment** for each student (instructor should print a copy of the answer key to use for grading)

LMH	343-2350
CCH	343-3767
GCMC	343-0411
HPMC	343-5350

Day of Class

- Call hospital security to unlock classroom
- Log into the instructor laptop with projector with the following:
 - **User ID:** epictrain **password:** provided to you when you booked the room or call 239-343-2050
 - Turn on projector
- Go to the Epic training website, <https://www.leehealth.org/epicedufac> and click the link to view training video
- At the 1st WebEx break – when the trainer gives instructions, access the sandbox environment with the below instructions

Accessing the Sandbox (training) Environment

- Log in to each PC with User ID: **epictrain** and password provided when room was booked
- Access the Epic Sandbox (training environment) as follows:
 - Select the up arrow at the bottom right corner of the computer screen (next to time & date)
 - Click the Citrix icon 
 - Choose **Epic Sandbox**
- Log in to the Epic Sandbox using the information sheets
- Assist your students with logging on and finding their **2 patients**
 - Log into the department listed on their information sheet (HP 8W)
 - Each should have a **Leonard & Molly** patient with the same last name as listed on their information sheet
- Assist your students with their exercise as needed
- Restart the WebEx when all students have finished with the first section of their exercise

- Continue to pause and restart the WebEx per instructions – there are a total of 4 exercises students will do independently:
 - Log-In and Patient Lists
 - Documenting in Flowsheets
 - Insertion/Removal of LDA's
 - Medications

End of WebEx

- When WebEx concludes administer the assessment.
 - Students must pass with an 80%
- Send names of students & faculty that passed to Casey Crane at casey.crane@leehealth.org

****Log in or issues during clinical rotation: Help Desk 343-7900****