EPIC TRAINING CHECKLIST

☒ St. Joseph Medical Center Tacoma, WA   ☒ St. Clare Hospital Lakewood, WA   ☒ St. Elizabeth Hospital Enumclaw, WA
☒ St. Francis Hospital Federal Way, WA   ☒ St. Anthony Hospital Gig Harbor, W   ☒ PSC

EMPLOYEE_____ **EVALUATED BY**_____

Department/Position: _____

Type: ☐ New Hire   ☐ Annual   ☐ 6month   ☐Periodic

TASK	Date/Init.	OK (Y/N)	Trainee Initials	Trainer Initials
Has completed EPIC class				
Understands and effectively uses EPIC ☐ Chart vs. Create Lab Encounter ☐Demographics ☐ Printing requisition ☐Collection task (worklist) ☐ Log out/Secure ☐Patient list (w/report) ☐ Change context ☐ Patient Status ☐ SRO vs Hyperspace ☐ BCA –Epic downtime PC				
Demonstrates the use of CERNER functions ☐Locate the correct account				
Releasing OP Orders ☐ Create Lab Encounter ☐ Patient Lookup ☐ Check Demographics ☐ Order Review ☐ Standing Order ☐ Release ☐ Locate patient in Cerner ☐ Receive (SPR) ☐ HOD vs. PSC ☐ Open In Basket				
Competently locate an inpatient ☐ Patient Lookup- Select Patient vs. Recent Patients ☐ Chart review/Labs ☐ Order review ☐ Emergency Tracking board ☐ Canceled/Hidden orders				
Effectively uses Location tool ☐ Location codes ☐ DEP ☐ Client ID number				
☐ **Independent -- This employee has been determined through** direct observation to be independent to perform the above following tasks and procedures				

☐ **Not Independent – Additional training will be required for the indicated task**

☐ **Employee is not cleared to perform the following independently (indicate date of expected training)**

Job Title		
Signature		**Date**
Employee		
Evaluator		
Manager		