



STUDENT/RESIDENT DPH EPIC ONBOARDING PROCESS

Please follow the steps below to ensure successful onboarding of students/residents to DPH. Before contacting Epic Training or the Service Desk, please verify all required items on the checklist below are complete.

Epic access will be extended to students/residents that rotate **at least 40 hours** on a DPH campus.

| Student Type | | | | | | | | | | | | | | | | | |
|---------------------------------|------------------------------|------------|------------------|-------------------------------|-------|----|-------------------|-----|--------------------|------|------------------------|-------------------|-------------------------|---------------------|------------------------------|------------------|-----------|
| Residents/ Fellows | Medical/ Dental | ZSFG NP | ZSFG Midwives | Pharma | SRNAs | RN | RN instructors | LVN | LVN instructors | MEAs | Respiratory Therapy | ZSFG - Dietary | Occupational Therapy | Physical Therapy | Speech/Language Pathology | Social Worker | |
| Resident Template in Epic | Med Student Template in Epic | | | Pharma Student Template | | | | | | | | | | | | | Read only |

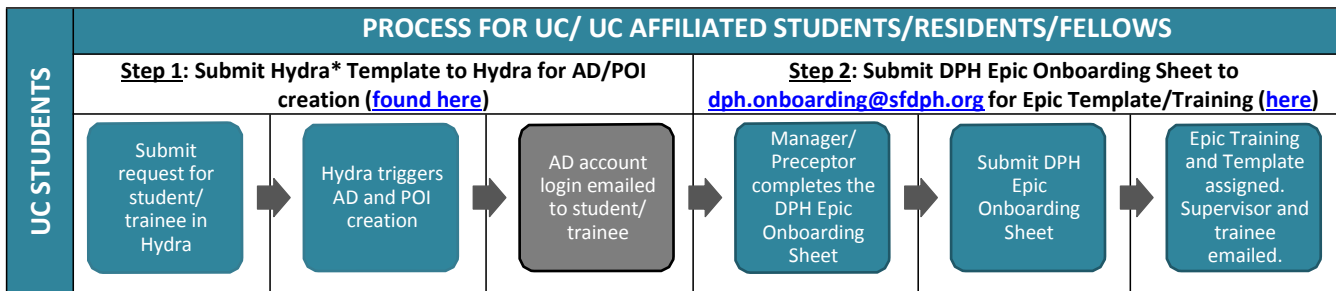
It is critical to adhere to the below timeline to guarantee a student/resident is prepared for their first day of work. **Please note late submissions will not be accepted and will be deferred to the next onboarding cycle.**

| Submit Epic Onboarding Sheet by | | | |
|---------------------------------|------------------------|-----------------------|-------------------------|
| Jan 17 th | March 13 th | May 8 th | July 2 nd |
| Jan 31 st | March 27 th | May 22 nd | July 17 th |
| Feb 14 th | April 10 th | June 5 th | July 31 st |
| Feb 28 th | April 24 th | June 19 th | August 14 th |

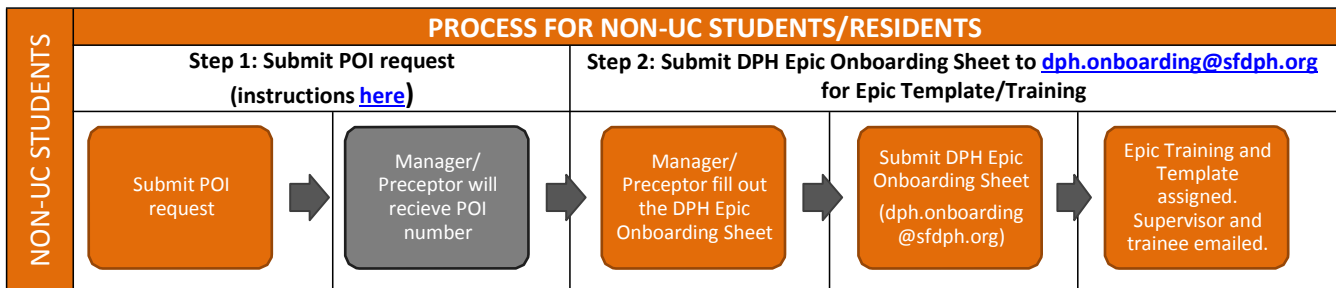
* For UCSF trainees, please submit to [Hydra](#) 10 days before due date above * For Non-UCSF trainees, please submit [POI](#) 5 days before due date above

* *Completion of online orientation is required before first day on clinical service*

DPH Epic Onboarding is a **two-step process** and includes the following:



*UCSF [Hydra Template](#) is used to add or make changes to the Hydra database. Email completed template to: ZSFG.TConboarding@ucsf.edu



CHECKLIST

| CHECKLIST | If UC or UC Affiliate | If Non-UC Student |
|------------------------------|--|--|
| POI (unique identifier) | Submit Hydra template to generate a POI number (if unsure about current POI number check Hydra feed) | Follow instructions found here and apply for POI |
| AD (log into a DPH computer) | Submit Hydra template to generate a DPH account (if unsure about current AD account check Hydra feed) | Submit DPH Epic Onboarding Sheet indicate AD needed, email to dph.onboarding@sfdph.org |
| Epic Training | Submit DPH Epic Onboarding Sheet. If the sheet has been submitted and you haven't heard back after 5 working days please reach out to epic.training@sfdph.org | |

If all steps of the process are followed and there are still problems accessing Epic please contact the DPH Service Desk at (628) 206-7378

HELPFUL LINKS

- UCSF @ ZSFG Wiki Page: <https://zsfg.ucsf.edu/Hydra>
- UCSF POI Requests: <https://zsfg.ucsf.edu/POI>
- Non-UCSF POI Requests: <http://zsfglearn.org/poi-adding-new-accounts>
- General Onboarding questions: dph.onboarding@sfdph.org