

NEW STUDY COORDINATOR CHECKLIST

You may have already completed some of the following UAB tasks as a part of your new employee orientation.

Create a BlazerID and strong password

- Go to <https://idm.uab.edu/bid/reg>
- If you try to register a BlazerID, and the system reports that it cannot find you in its records, then the personnel paperwork may not have cleared yet to get you into the system — try again in a day or two.
- Read the guidance on the page and use the links on the left-side of the page for answers to common issues / questions about BlazerID. Note: BlazerIDs are not changed. *Choose wisely*.

UAB One Card

- Go to <https://www.uab.edu/onecard>
- Choose “Manage My Card” tab (top horizontal). This should be completed in UAB orientation, but if not, choose One Card Request form under Manage my Card.

HIPAA and Diversity Awareness Training

- UAB Office of Compliance & Risk Assurance and the Office of Diversity, Equity and Inclusion websites are helpful; training is completed via the Campus Learning System
- Go to www.uab.edu/learningsystem (Google Chrome and Firefox browsers work best)
- Select “Learning System (LMS) Login”
- Log in using your BlazerID and password

IRB Training and Financial Conflict of Interest Training

- Go to <https://www.uab.edu/research/home/irb-training-page> and click on Initial IRB Training
- Most new employees utilize CITI Basic-Biomedical or Behavioral-Course in Human Research Protections
- Choose “yes, I have a BlazerID” to Register for IRB Initial Training and enter the University of Alabama, Birmingham on the next screen.
- Choose View Courses and start the IRB -Basic Course
- UAB's required training course for Financial Conflict of Interest is available through the Campus Learning System. The course is entitled "Financial Conflict of Interests in Research". Log-in with BlazerID and password and search for FCOI.
- Submit a Disclosure of Financial Interests

You must complete the following for Children’s of Alabama (COA) access to Epic.

COA Security Access

Submit security access request form: <https://www.jotform.com/coa-hris/security>

- For the field that asks for Department, enter “UAB Pediatrics.”
- If you need a physical badge, attaching your own photo is optional. You may also have your photo taken at COA Security. After submitting the online form, you will need to go to the COA Security Office located near the gate arms at the entrance to the 5th Avenue Parking Deck (corner of 5th Avenue and 19th Street (Captain D’s side of parking deck) to pick-up your badge. Questions? Contact COA Security (205) 638-9682.

COA Non-Employee Affiliate Account Request

This form is required for all non-Children's affiliates (UAB staff, students, trainees, etc.)

Go to <https://form.jotform.com/coa-hris/affiliate>. Use the following instructions.

Please select the role that best fits what the affiliate will be doing at Children's of Alabama: *

- | | |
|--|---|
| <input type="radio"/> Adv Nursing Student Rotation (RN, PA, NP) | <input type="radio"/> Medical Student Fellow or Resident |
| <input type="radio"/> Respiratory Student Rotation | <input type="radio"/> Medical Provider or Physician |
| <input type="radio"/> Surgical Dental Assistant | <input type="radio"/> Other such as Consultant or Outsource Vendor (no local temps) |
| <input type="radio"/> PT-OT Student Rotation | <input checked="" type="radio"/> UAB Clinical or Staff Employees |
| <input type="radio"/> RN Nursing Students | <input type="radio"/> UAB Only Student Assistants (work study or other paid students) |
| <input type="radio"/> Other COA Student Rotation (type or specialty below) | <input type="radio"/> Temp/ Staff Supplement (includes all local agency staffing) |

At a minimum, mark the following:

Children's Systems/Training Needed - check all that apply: *

- | | |
|--|--|
| <input checked="" type="checkbox"/> Network/PC/VDI Use Only | <input type="checkbox"/> UAB Peds Staff Department Files |
| <input type="checkbox"/> No network access online training only (such as CEUs) | <input type="checkbox"/> iConnect |
| <input type="checkbox"/> ChartMaxx | <input type="checkbox"/> Soarian Financials |
| <input type="checkbox"/> Logician/Centricity | <input type="checkbox"/> MagicWeb/Syngo |
| <input checked="" type="checkbox"/> Epic role: Research Coordinator | |

For this field, enter the date you are filling out the form, or a past date, if appropriate.

Date Joining COA *

Month

Day

Year

Date Leaving COA if known

Month

Day

Year

For this field, provide your UAB department name (example Department of Pediatrics).

Children's Organization Unit Name *

For UAB affiliates please provide your work department name.

Fill in this field as indicated with Regina Mason's email address:

Children's Coordinator Email *

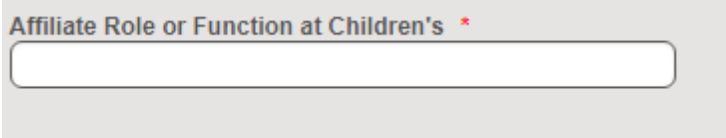
regina.mason@childrensal.org

This should be the manager who will assign training and approve system access.

For this field, choose UAB Peds Only Staff:

A screenshot of a web form field. The label is "Affiliate Type Requested" with a red asterisk. Below the label is a dropdown menu with a white background and a black border. The selected option is "UAB Peds Only Staff" with a small downward arrow on the right side of the text.

For this field, please enter the title you would have on your badge or in a directory:

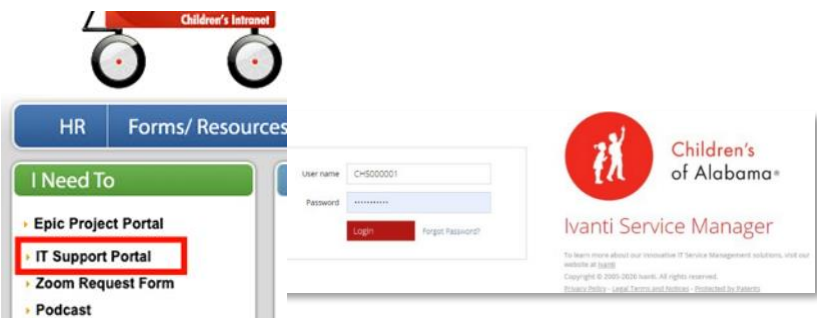
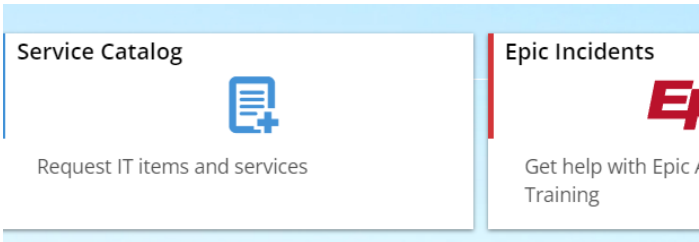
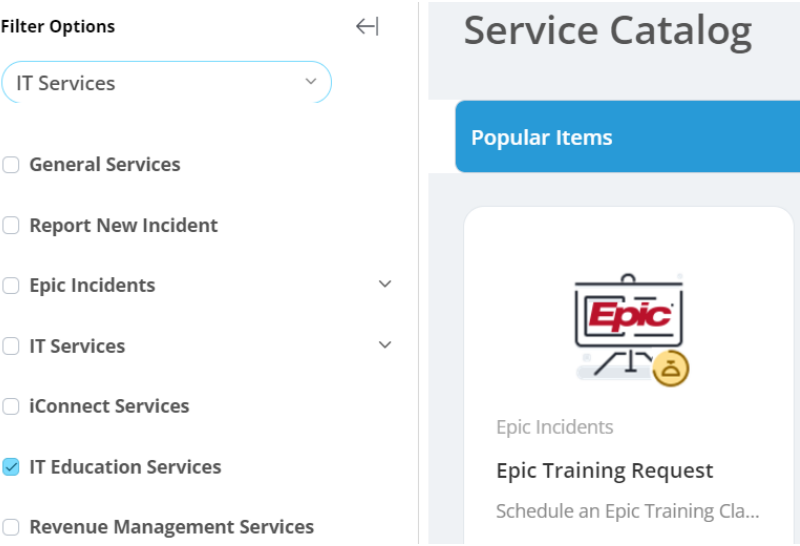
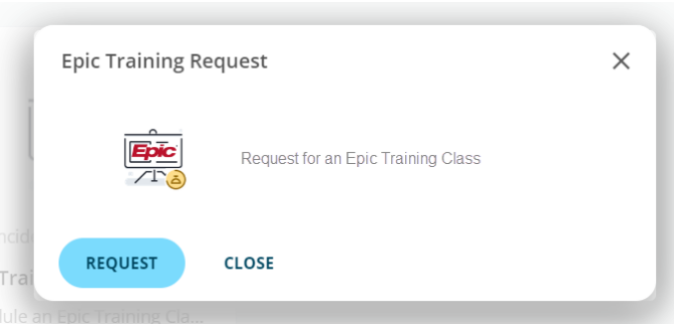
A screenshot of a web form field. The label is "Affiliate Role or Function at Children's" with a red asterisk. Below the label is a long, empty text input field with a light gray background and a thin black border.

Follow any instructions emailed from COA HRIS and/or COA Provisioning Security for 2-factor authentication.

COA Epic Training Request


Once you have a COA network ID (a CHS#), you will submit an Epic Training Request form. This is available on the IT Support Portal (Ivanti: <https://coahelp.saasit.com>). See the next page for the job aid that outlines the steps for filling out the form.

How to Request for Epic Training

Action	Visual
<p>1. From the Children's Red Wagon Intranet, <u>click</u> the IT Support Portal menu item on the left.</p> <p>The Ivanti Service Manager page appears.</p> <p>2. Enter your Children's ID and password and then <u>click</u> Submit.</p>	 <p>The screenshot shows the 'Children's Intranet' header with navigation tabs for 'HR' and 'Forms/ Resources'. Under 'I Need To', the 'IT Support Portal' is highlighted with a red box. To the right is a login form with fields for 'User name' (containing 'Ch000001') and 'Password', and buttons for 'Login' and 'Forgot Password?'. The 'Children's of Alabama' logo and 'Ivanti Service Manager' text are also visible.</p>
<p>The IT Support Portal dashboard appears.</p> <p>3. <u>Click</u> the Service Catalog option.</p>	 <p>The dashboard features a 'Service Catalog' section with a plus icon and the text 'Request IT items and services', and an 'Epic Incidents' section with a red 'E' icon and the text 'Get help with Epic / Training'.</p>
<p>Filter Options appear on the left to help narrow the service type.</p> <p>4. <u>Select</u> the IT Education Services checkbox.</p> <p>5. <u>Deselect</u> any other checkboxes.</p> <p>The service catalog in the center will update with an option to request Epic Training.</p> <p>6. <u>Click</u> the Epic Training Request option.</p>	 <p>The 'Filter Options' panel on the left shows a dropdown menu set to 'IT Services' and a list of checkboxes: 'General Services', 'Report New Incident', 'Epic Incidents', 'IT Services', 'iConnect Services', 'IT Education Services' (checked), and 'Revenue Management Services'. The 'Service Catalog' on the right shows 'Popular Items' including 'Epic Incidents', 'Epic Training Request', and 'Schedule an Epic Training Cla...'.</p>
<p>A pop appears for the Epic Training Request.</p> <p>7. <u>Click</u> the Request button to continue.</p> <p>A form appears for you to enter your request details.</p>	 <p>The pop-up window is titled 'Epic Training Request' and contains the text 'Request for an Epic Training Class'. It features the Epic logo and two buttons: 'REQUEST' and 'CLOSE'.</p>

8. Complete the form and then click the **Review and Submit** button at the bottom.

Note: Once a request is submitted, the requester will receive an email confirmation.

 **Epic Training Request**
Schedule an Epic Training Class

Service options

Requestor Name:

Qwinassau Humphries

Requestor Email:

Qwinassau.Humphries@childrensal.org

Requestor Phone:

Employee CoA Network ID:

Employee First & Last Name:

Employee Email:

Employee Phone:

Employee Role:

The staff Job Role. For example: Bed Planner, Dermatologist, ED Nurse, Front Desk, etc.

Employee Department/Specialty:

Where the staff performs their Epic duties

Authorizing Manager's Name

If different from requestor. The supervisor responsible for approving the request.

Manager's Email

Manager's Phone

Reason for Training:

- New Hire - For newly hired staff.
- Existing Staff - Changing Epic role
- Provider - MD, DO, Resident, Fellow, Med Student, CRNP, CRNA
- Regain Epic Access - Same Epic User role.
- Thrive Training - Current Epic user only
- Other - Specify in the Training Needed field the below.

Training Needed:

Training Dates Requested:

Unavailable Dates:

Please list any dates up to a two week period prior to their start date that they are unavailable for training

Save for Later

Review & Submit

Cancel