



Epic RN Inpatient 101 course for Clinical Instructors

If you are not an employee of JHH, and do not have access to Epic, please follow the instructions below to complete the requirements for access to Epic for your clinical experience at JHH.

- Obtain a JHED ID (complete Appendix G*, if JHED ID is needed) (links and forms are listed on website on bottom of this page)
- Email Laura Smith to request enrollment into the Epic Training class day (offered every **Tuesday**). Please provide the following information in your request:
 - o Name and JHED ID
 - o School
 - o Clinical Unit
 - o Requested class date (classes are every **Tuesday**).

You will receive a confirmation email with your class registration date and information on how/where to attend.

If you are a current Epic User at a different facility and would like to “test out” of the Epic class day, please follow the instructions below. Please be sure to have your JHED ID activated prior to completing this step. If you need a JHED ID please locate a complete an Appendix G and submit to Laura Smith. All forms are on the website listed at the bottom of this page.

Epic Training Test Out

- Medical Students who are transitioning to interns are NOT eligible to test out. They are required to attend the Johns Hopkins instructor led Epic training.
- Users coming to Johns Hopkins from another institution where they used Epic can test out of Epic training courses if they have used Epic versions 2012 or 2014 within the past 12 months.
- Users who do not pass the test out assessment after 3 attempts will be required to attend classroom training.
- After submitting this form, the test out assessment(s) will be added to your Learning Plan in MyLearning within 2 business days.
- To complete your test out assessment, log into MyLearning via the JHM Portal under the Education section.
- Navigate to your Learning plan and click on the competency assessment link. Complete all of the required competency assessments. **Clinical Instructors are testing out of the role “Nurse-Inpatient”**

[Click here to submit the Epic Training Test Out form](#)

All forms and additional information can be found on the Student Requirements website:
https://www.hopkinsmedicine.org/nursing/benefits/education/student_clinical_placements.html