



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

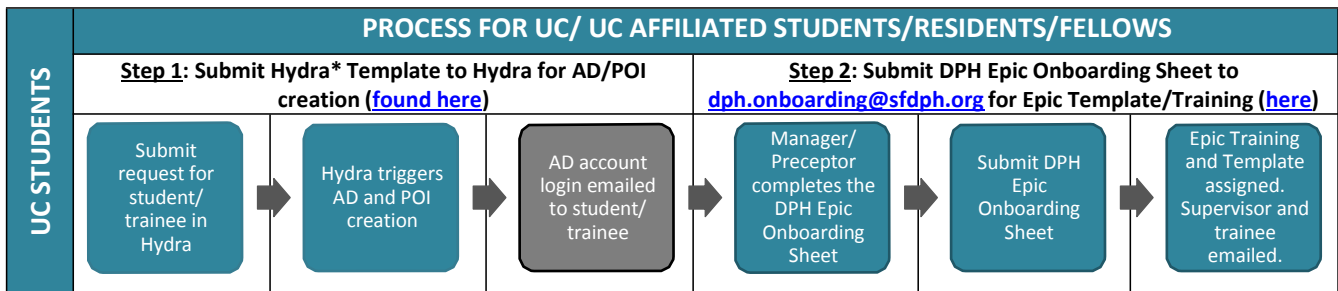
It is critical to adhere to the below timeline to guarantee a student/resident is prepared for their first day of work. **Please note late submissions will not be accepted and will be deferred to the next onboarding cycle.**

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

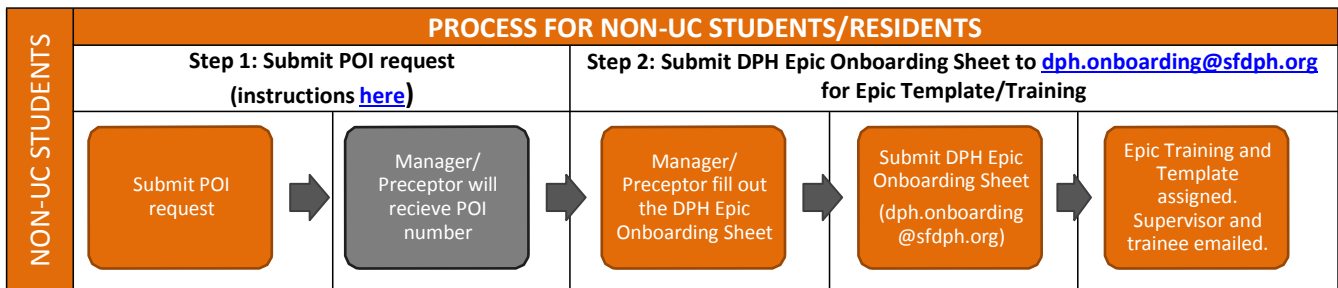
* For UCSF trainees, please submit to [Hydra](#) 10 days before due date above * For Non-UCSF trainees, please submit [POI](#) 5 days before due date above

* *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: <https://www.sf.gov/step-by-step--contractors-vendors-volunteers-and-trainees>
- General Onboarding questions: dph.onboarding@sfdph.org