

**ADMINISTRATIVE PARTNER  
 HOSPITAL UNIT CLERK (HUC)  
 CLINICAL SECRETARIES  
 CLERK TYPIST**

**\*Classroom Orientation Schedule\*  
 December 23, 2024**

**Program Coordinator:**  
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 Center for Healthcare Education  
 3900 Sierra Circle  
 Center Valley, PA 18034  
 610-402-2277  
 Epic Training: 484-884-9210

***“Clinical Unit Based Orientation” – Talk with your Department Leaders***

| DATE  | TIME  | CONTENT  | LOCATION   |
|---|---|--|--|
| <b>Monday<br/>12/23/24</b>  | As Assigned   | CONNECTIONS  | As per the directions sent by Human Resources  |
| <b>Tuesday<br/>12/24/24</b>   | As Assigned   | Unit based orientation as assigned by Department                                       | Assigned Unit  |
| <b>Wednesday<br/>12/25/24</b>   | As Assigned   | Unit based orientation as assigned by Department                                       | Assigned Unit  |
| <b>Thursday<br/>12/26/24</b>  | <b>AP orienting in Emergency Department: (Clinical Attire Required)</b> |  |  |
|   | 0800-1200   | EPIC ED AP 100 Training  | 3900 Sierra Circle Center Valley<br>PA 18034, first floor                              |
|   | 1200-1230   | Lunch  |  |
|   | 1230-1630   | AP Workshop:<br>ALL Administrative Partners, Hospital Unit Clerks (HUC), Clerk Typists | 3900 Sierra Circle Center Valley,<br>PA 18034<br>Computer lab 20 2 <sup>nd</sup> floor |
| <b>AP orienting in Labor &amp; Delivery: (Clinical Attire Required)</b> |   |  |  |

| DATE   | TIME                                | CONTENT   | LOCATION  |
|--|-------------------------------------|---|---|
|  | 0800-1200<br>1230-1630              | EPIC L&D Administrative Partner<br><br>AP Workshop:<br>ALL Administrative Partners, Hospital Unit Clerks (HUC), Clerk Typists                       | 3900 Sierra Circle Center Valley<br>PA 18034, first floor<br>3900 Sierra Circle Center Valley,<br>PA 18034<br>Computer lab 20, 2 <sup>nd</sup> floor      |
| <b>AP orienting to PACU (Clinical Attire Required)</b> |                                     |   |   |
|  | 0800-1200<br>1230-1630              | Unit based Orientation<br>Navigating the AP Role: AP Workshop:<br>ALL Administrative Partners, Hospital Unit Clerks (HUC), Clerk Typists            | Assigned Unit<br><br>3900 Sierra Circle Center Valley,<br>PA 18034<br>Computer lab 20, 2 <sup>nd</sup> floor  |
| <b>All other AP's: (Clinical Attire Required)</b>      |                                     |   |   |
|  | 0800-1200<br>1200-1230<br>1230-1630 | EPIC AP 100 Training<br><br>Lunch<br>Navigating the AP Role: AP Workshop:<br>ALL Administrative Partners, Hospital Unit Clerks (HUC), Clerk Typists | 3900 Sierra Circle Center Valley,<br>PA 18034, first floor<br><br>3900 Sierra Circle Center Valley,<br>PA 18034<br>Computer lab 20, 2 <sup>nd</sup> floor |
| <b>Friday<br/>12/27/24</b>                             | As Assigned                         | All AP's Unit based orientation as assigned by Department   | Go to unit assigned.<br>Current LVHN Employees report as assigned.  |

| DATE  | TIME        | CONTENT  | LOCATION      |
|---|-------------|--|---------------|
| Monday<br>12/30/24  | As assigned | ALL Administrative Partners, Hospital Unit Clerks (HUC), Clerk Typists for <b>ED</b> – Unit Based Orientation as assigned by Unit Leadership                   | Assigned Unit |
| <b>AP orienting in Labor &amp; Delivery: (Clinical Attire Required)</b> |             |  |               |
| Monday<br>12/30/24  | As assigned | ALL Administrative Partners, Hospital Unit Clerks (HUC), Clerk Typists for <b>Labor &amp; Delivery</b> – Unit Based Orientation as assigned by Unit Leadership | Assigned Unit |
| <b>AP ORIENTING TO PACU: (CLINICAL ATTIRE REQUIRED)</b>                 |             |  |               |
| Monday<br>12/30/24  | As assigned | ALL Administrative Partners, Hospital Unit Clerks (HUC), Clerk Typists for <b>PACU</b> – Unit Based Orientation as assigned by Unit Leadership                 | Assigned Unit |

| DATE                        | TIME  | CONTENT   | LOCATION  |
|-----------------------------|---|---|---|
| <b>Monday<br/>12/30/24</b>  | <b>All other AP's: (Clinical Attire Required)</b> |   |   |
|                             | 0800-1200   | <b>EPIC AP 200 Training</b><br><br><b>**after Epic Class, follow schedule as assigned by your unit leadership**</b>                   | 3900 Sierra Circle Center Valley, PA 18034, first floor |
|                             | As assigned                                       | <b>ALL Administrative Partners, Hospital Unit Clerks (HUC), Clerk Typists – Unit Based Orientation as assigned by Unit Leadership</b> | Assigned Unit   |
| <b>Tuesday<br/>12/31/24</b> | As Assigned                                       | Unit Based Orientation as assigned by Unit Leadership   | Assigned Unit   |
| <b>Wednesday<br/>1/1/25</b> | As Assigned                                       | Unit Based Orientation as assigned by Unit Leadership   | Assigned Unit   |
| <b>Thursday<br/>1/2/25</b>  | As Assigned                                       | Unit Based Orientation as assigned by Unit Leadership   | Assigned Unit   |
| <b>Friday<br/>1/3/25</b>    | As Assigned                                       | Unit Based Orientation as assigned by Unit Leadership   | Assigned Unit   |

-BLS (CPR) course offerings can be found on the LVHN intranet.

-On the LVHN homepage, select Departments, Non-Clinical, EMI.

Select course type, choose date, and use the registration form to enroll in the course of your choice.

- Newly hired employees who need CPR certification will continue to attend Orientation CPR. Classes are held monthly at EMI.

- **All participants must be pre-registered for courses and we encourage all Unit Manager/PCS's to forward confirmation e-mails to the orientee to ensure that they are not turned away. If the orientee is not pre-registered they will not be able to attend the class.**

If you need any additional assistance, please call EMI **484-884-0011**.