

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

***Classroom Orientation Schedule*
 July 8, 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
Monday 7/8/24	As Assigned	CONNECTIONS	As per the directions sent by Human Resources
Tuesday 7/9/24	As Assigned	Unit based orientation as assigned by Department	Assigned Unit
Wednesday 7/10/24	As Assigned	Unit based orientation as assigned by Department	Assigned Unit
Thursday 7/11/24	AP orienting in Emergency Department: (Clinical Attire Required)		
	0800-1200	EPIC ED AP 100 Training	3900 Sierra Circle Center Valley PA 18034, first floor
	1200-1230	Lunch	
	1230-1630	Navigating the AP Role: AP Workshop: ALL Administrative Partners, Hospital Unit Clerks (HUC), Clerk Typists	3900 Sierra Circle Center Valley, PA 18034 Computer lab 20 2 nd floor
AP orienting in Labor & Delivery: (Clinical Attire Required)			

DATE	TIME	CONTENT	LOCATION
	0800-1200 1230-1630	EPIC L&D Administrative Partner Navigating the AP Role: AP Workshop: ALL Administrative Partners, Hospital Unit Clerks (HUC), Clerk Typists	3900 Sierra Circle Center Valley PA 18034, first floor 3900 Sierra Circle Center Valley, PA 18034 Computer lab 20, 2 nd floor
AP orienting to PACU (Clinical Attire Required)			
	0800-1200 1230-1630	Unit based Orientation Navigating the AP Role: AP Workshop: ALL Administrative Partners, Hospital Unit Clerks (HUC), Clerk Typists	Assigned Unit 3900 Sierra Circle Center Valley, PA 18034 Computer lab 20, 2 nd floor
All other AP's: (Clinical Attire Required)			
	0800-1200 1200-1230 1230-1630	EPIC AP 100 Training Lunch Navigating the AP Role: AP Workshop: ALL Administrative Partners, Hospital Unit Clerks (HUC), Clerk Typists	3900 Sierra Circle Center Valley, PA 18034, first floor 3900 Sierra Circle Center Valley, PA 18034 Computer lab 20, 2 nd floor
Friday 7/12/24	As Assigned	All AP's Unit based orientation as assigned by Department	Go to unit assigned. Current LVHN Employees report as assigned.

DATE	TIME	CONTENT	LOCATION
Monday 7/15/24	As assigned	ALL Administrative Partners, Hospital Unit Clerks (HUC), Clerk Typists for ED – Unit Based Orientation as assigned by Unit Leadership	Assigned Unit
AP orienting in Labor & Delivery: (Clinical Attire Required)			
Monday 7/15/24	As assigned	ALL Administrative Partners, Hospital Unit Clerks (HUC), Clerk Typists for Labor & Delivery – Unit Based Orientation as assigned by Unit Leadership	Assigned Unit
AP ORIENTING TO PACU: (CLINICAL ATTIRE REQUIRED)			
Monday 7/15/24	As assigned	ALL Administrative Partners, Hospital Unit Clerks (HUC), Clerk Typists for PACU– Unit Based Orientation as assigned by Unit Leadership	Assigned Unit

DATE	TIME	CONTENT	LOCATION
	All other AP's: (Clinical Attire Required)		
	0800-1200	EPIC AP 200 Training	3900 Sierra Circle Center Valley, PA 18034, first floor
	As assigned	ALL Administrative Partners, Hospital Unit Clerks (HUC), Clerk Typists – Unit Based Orientation as assigned by Unit Leadership	Assigned Unit
Tuesday 7/16/24	As Assigned	Unit Based Orientation as assigned by Unit Leadership	Assigned Unit
Wednesday 7/17/24	As Assigned	Unit Based Orientation as assigned by Unit Leadership	Assigned Unit
Thursday 7/18/24	As Assigned	Unit Based Orientation as assigned by Unit Leadership	Assigned Unit
Friday 7/19/24	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**.