

## Executive Assistant - Radiology Classroom Orientation Schedule August 5 – August 16, 2024

**Training Coordinator Contact Name and Phone #:** Susan Pool, susan.pool@lvhn.org  
Department of Education, Epic Training: 484-884-9210

**NOTE: DEPARTMENTS SCHEDULE ALL CLINICAL DATES AND TIMES.**

**Location Key:**      **Center for Healthcare Education: 3900 Sierra Circle,      WebEx: Email invite to LVHN email**  
                                 **Center Valley, PA, 18034**

DATE	TIME	CONTENT	LOCATION *SUBJECT TO CHANGE
<b>WEEK #1</b>			
Monday 8/5/2024	As Assigned	<b>CONNECTIONS</b>	As per the directions sent by Human Resources
Tuesday 8/6/2024	As Assigned	As Assigned	As Assigned
Wednesday 8/7/2024	As Assigned	As Assigned	As Assigned
Thursday 8/8/2024	As Assigned	As Assigned	As Assigned
Friday 8/9/2024	As Assigned	As Assigned	As Assigned
<b>WEEK #2</b>			
<b>Monday 8/12/2024</b>	<b>0800-1000</b> As Assigned	<b>Epic: Radiology Manager</b> As Assigned	<b>WebEx</b> As Assigned
Tuesday 8/13/2024	As Assigned	As Assigned	As Assigned
Wednesday 8/14/2024	As Assigned	As Assigned	As Assigned
Thursday 8/15/2024	As Assigned	As Assigned	As Assigned
Friday 8/16/2024	As Assigned	As Assigned	As Assigned
<b>Further Orientation Schedule – As Assigned</b>			
<b>CPR CERTIFICATION / CPR RE-CERTIFICATION</b>			

- BLS (CPR) course offerings can be found on the LVHN intranet.  
On the LVHN homepage, select Departments, Non-Clinical, EMI.  
Select the course type, choose the 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 Practice Managers to forward confirmation e-mails to the new-hire Provider to ensure that s/he is not turned away. If the orientee is not pre-registered, s/he will not be able to attend the class.**

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