Jefferson- Lehigh Valley
Nursing Education Services

ADMINISTRATIVE PARTNER (AP)
HOSPITAL UNIT CLERK (HUC)

Classroom Orientation Schedule
November 5, 2026

Program Coordinator:
Edith Gray, MSN, RN, CEN, PHRN
Edith.Gray@jefferson.edu
Center for Healthcare Education
3900 Sierra Circle
Center Valley, PA 18034
610-402-2277
Epic Training: 484-884-9210

Clinical Unit Based Orientation – As assigned by your Unit Leadership

DATE	TIME	CONTENT	LOCATION
Monday 11/02/26	As Assigned	**CONNECTIONS**	As per the directions sent by Human Resources
Thursday 11/05/26	**Inpatient Unit AP/HUC:**		
	0800-1200	**EPIC AP 100 and 200 Training**	Center for Healthcare Education 3900 Sierra Circle Center Valley, PA 18034 First Floor, Check Board for Class Location
	1200-1230	Lunch	
	1230-1630	**AP Workshop:** ALL Administrative Partners, Hospital Unit Clerks (HUC)	Center for Healthcare Education 3900 Sierra Circle Center Valley, PA 18034 Computer Lab 20, Second Floor
	Emergency Department (ED) AP/HUC:		

DATE	TIME	CONTENT	LOCATION
	0800-1200	**Epic ED 100 Training**	Center for Healthcare Education 3900 Sierra Circle Center Valley, PA 18034 First Floor, Check Board for Class Location
	1200-1230p	Lunch	
	1230-1630	**AP Workshop**: ALL Administrative Partners, Hospital Unit Clerks (HUC)	Center for Healthcare Education 3900 Sierra Circle Center Valley, PA 18034 Computer Lab 20, Second Floor
	Labor and Delivery AP/HUC:		
	0800-1200	**OB Administrative Partner**	Center for Healthcare Education 3900 Sierra Circle Center Valley, PA 18034 First Floor, Check Board for Class Location
	1200-1230	Lunch	
	1230-1630	**AP Workshop:** ALL Administrative Partners, Hospital Unit Clerks (HUC)	3900 Sierra Circle Center Valley, PA 18034 Computer Lab 20, Second Floor
Friday 11/6/26	0800-1000	**OR AP/HUC only** OR Administrative Partner Epic Workshop	Center for Healthcare Education 3900 Sierra Circle Center Valley, PA 18034 First Floor, Check Board for Class Location

CPR/BCLS Certification Information

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

On the Jefferson One homepage Search for EMI, Select EMI, then select George E. Moerkirk Emergency Medicine Institute, on the top banner select upcoming classes, Click the Blue box GEM-EMI Classes scroll to find BLS for Healthcare Providers Orientation. Select course type, choose date, and use the registration form to enroll in the course of your choice. There is no charge for employees.

George E. Moerkirk Emergency Medicine Institute - Upcoming Classes | Lehigh Valley Health Network