

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

***Classroom Orientation Schedule*
April 15, 2024**

Program Coordinator:
Theresa Hallowell, MSN, RN
610-590-2405
theresa.hallowell@lvhn.org
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
WEEK #1			
Monday 4/15/24	As Assigned	CONNECTIONS	As per the directions sent by Human Resources
Tuesday 4/16/24	As Assigned	Unit based orientation as assigned by Department	<i>Go to unit assigned Current LVHN Employees report as assigned.</i>
Wednesday 4/17/24		Unit based orientation as assigned by Department	<i>Go to unit assigned Current LVHN Employees report as assigned.</i>
Thursday 4/18/24	AP orienting in Emergency Department: (Clinical Attire Required)		

DATE	TIME	CONTENT	LOCATION
	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 Day 1: LVH Allentown AP Hires, HOSPITAL UNIT CLERK (HUC)/ CLINICAL SECRETARIES/ CLERK TYPIST All	3900 Sierra Circle Center Valley, PA 18034 Computer lab 20 2 nd floor
AP orienting in Labor & Delivery: (Clinical Attire Required)			
	0800-1200	EPIC L&D Administrative Partner	3900 Sierra Circle Center Valley PA 18034, first floor
	1230-1630	Navigating the AP Role Day 1: LVH Allentown AP Hires, HOSPITAL UNIT CLERK (HUC)/ CLINICAL SECRETARIES/ CLERK TYPIST All	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 Day 1: LVH Allentown AP Hires, HOSPITAL UNIT CLERK (HUC)/ CLINICAL SECRETARIES/ CLERK TYPIST All	As assigned 3900 Sierra Circle Center Valley, PA 18034 Computer lab 20, 2 nd floor
All other AP's: (Clinical Attire Required)			
	0800-1200	EPIC AP 100 Training	3900 Sierra Circle Center Valley, PA 18034, first floor
	1200-1230	Lunch	
	1230-1630	Navigating the AP Role Day 1: LVHN AP Hires, HOSPITAL UNIT CLERK (HUC)/ CLINICAL SECRETARIES/ CLERK TYPIST All	3900 Sierra Circle Center Valley, PA 18034 Computer lab 20, 2 nd floor
Friday 4/19/24	As Assigned	All AP's Unit based orientation as assigned by Department	<i>Go to unit assigned Current LVHN Employees report as assigned.</i>
WEEK #2			
Mon 4/22/24	AP orienting in Emergency Department: (Clinical Attire Required)		

DATE	TIME	CONTENT	LOCATION
Monday 4/22/24	0800-1100	LVHN AP HIRES SCHUYLKILL, HOSPITAL UNIT CLERK (HUC)/ CLINICAL SECRETARIES/ CLERK TYPIST: LVH HAZELTON, LVH POCONO, LVH SCHUYLKILL Unit based orientation as assigned by Department NORTH TIER	As Assigned
	1100-1230	Lunch and Travel	
	0800-1130	LVHN Allentown Hires	As assigned
	1130-1230	Lunch and Travel	
	1230-1630	All AP orienting to ED, Guide to AP Responsibilities Day 2: LVHN AP Hires, HOSPITAL UNIT CLERK (HUC)/ CLINICAL SECRETARIES/ CLERK TYPIST All	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
Monday 4/22/24	0800-1100	LVHN AP SCHUYLKILL, HOSPITAL UINIT CLERK (HUC)/ CLINICAL SECRETARIES/ CLERK TYPIST: LVH HAZELTON, LVH POCONO, LVH SCHUYLKILL Unit based orientation as assigned by Department	As Assigned
	1100-1230	NORTH TIERS LUNCH AND TRAVEL	As Assigned
	0800-1130	LVHN AP Allentown Hires Unit based orientation as assigned by Department	
	1130-1230	Lunch and Travel	
	1230-1630	All AP orienting to L&D NICU, Guide to AP Responsibilities Day 2: LVH Allentown AP Hires, HOSPITAL UINIT CLERK (HUC)/ CLINICAL SECRETARIES/ CLERK TYPIST All	3900 Sierra Circle Center Valley, PA 18034 Computer lab 20 2 nd floor
AP ORIENTING TO PACU: (CLINICAL ATTIRE REQUIRED)			
Monday 4/22/24	0800-1100	LVHN AP SCHUYLKILL, HOSPITAL UINIT CLERK (HUC)/ CLINICAL SECRETARIES/ CLERK TYPIST: LVH HAZELTON, LVH POCONO, LVH SCHUYLKILL Unit based orientation as assigned by Department	As Assigned
	1100-1230	NORHT TIERS LUNCH AND TRAVEL	As Assigned
	0800-1130	LVHN AP Allentown Hires Unit based orientation as assigned by Department	As Assigned
	1130-1230	Lunch and Travel	
	1230-1630	All AP orienting to PACU Guide to AP Responsibilities Day 2: LVHN AP Hires, HOSPITAL UINIT CLERK (HUC)/ CLINICAL SECRETARIES/ CLERK TYPIST All	3900 Sierra Circle Center Valley, PA 18034 Computer lab 20 2 nd floor

DATE	TIME	CONTENT	LOCATION
Monday 4/22/24	All other AP's: (Clinical Attire Required)		
	0800-1200	EPIC AP 200 Training	3900 Sierra Circle Center Valley, PA 18034, first floor
	1200-1230	Lunch	
	1230-1630	Guide to AP Responsibilities Day 2: LVHN AP Hires HOSPITAL UINIT CLERK (HUC)/ CLINICAL SECRETARIES/ CLERK TYPIST: LVH HAZELTON, LVH POCONO, LVH SCHUYLKILL All	3900 Sierra Circle Center Valley, PA 18034 Computer Lab 20 2 nd floor
Tuesday 4/23/24	Assigned	Unit Orientation as assigned	As Assigned
Wednesday 4/24/24	Assigned	Unit Orientation as assigned	As Assigned
Thursday 4/25/24	Assigned	Unit orientation As Assigned	As Assigned
Friday 4/26/24	Assigned	Unit orientation As Assigned	As Assigned

CPR CERTIFICATION / CPR RE-CERTIFICATION:

LVH Allentown Hires

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

On the LVHN homepage, select Departments, Non-Clinical, GEM- EMI. 2100 Mack Blvd
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 attend Orientation CPR. Classes are held monthly at EMI.
- **Pre-Registration for ALL CPR Classes is required. No Walk-Ins will be accepted.**
- **Email confirmation of your registration will be sent approximately 3-4 weeks prior to the course date. Students should bring the e-mail confirmation with them to class.**

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

LVH Hazleton Hires

BLS (CPR) 700 East Broad Street
Employment and Technology Building-3rd Fl.
Please call 570-501-4846

LVH Pocono Hires

- **BLS course offerings can be found on the LVHN Intranet.**

On the LVHN homepage, select Departments, Non clinical, GEM/EMI, LVH-P: American Heart Association Course Registration.
Select Course Enrollment. Select course type, choose date, and use the registration form to enroll in the course of your choice.
Use discount code LVHP to waive course fee.

- **Pre-Registration for ALL AHA Classes is required. No Walk-Ins will be accepted.**
- **AHA courses are held at the Learning Institute. Shuttle bus departs from the Cancer Center at 0730 the morning of class. Please contact Brea Altreche (brea.altreche@lvhn.org) in the Department of Education for course materials.**

If you need any additional assistance, please call Steve Kulick at 570-420-2557.

LVH Schuylkill Hires

450 Washington Street Pottsville
School of Nursing building- Multipurpose Room First Floor
Across the street from LVH Schuylkill South Jackson Street Campus
Please call Robert Selbi at 570-621-5237 or e-mail Robert.Selbi@lvhn.org