

## Organ Transplant Data Coordinator Classroom Orientation Schedule April 15, 2024

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**NOTE: DEPARTMENTS SCHEDULE ALL "AS ASSIGNED" CLINICAL DATES AND TIMES**

**Location Key:**                      **Center for Healthcare Education**                      **Web Ex**  
3900 Sierra Circle, Center Valley, PA, 18034                      Email invites sent to LVHN email

| DATE   | TIME                            | CONTENT   | LOCATION - * SUBJECT TO CHANGE                        |
|--|---------------------------------|---|---|
| <b>WEEK #1</b>   |                                 |   |   |
| 4/15/2024<br>Monday  | As Assigned                     | CONNECTIONS                                     | As per directions sent by Human Resources             |
| 4/16/2024<br>Tuesday   | As Assigned                     | As Assigned                                     | As Assigned   |
| 4/17/2024<br>Wednesday   | As Assigned                     | As Assigned                                     | As Assigned   |
| 4/18/2024<br>Thursday  | As Assigned                     | As Assigned                                     | As Assigned   |
| 4/19/2024<br>Friday  | <b>0800-1400</b><br>As Assigned | <b>Epic: PHOENIX Coordinator</b><br>As Assigned | <b>Center for Healthcare Education</b><br>As Assigned |
| <b>WEEK #2</b>   |                                 |   |   |
| 4/22/2024-<br>4/26/2024<br>Mon-Fri   | As Assigned                     | As Assigned                                     | As Assigned   |
| <b>Further Orientation Schedule – As Assigned</b>  |                                 |   |   |
| <b>CPR CERTIFICATION / CPR RE-CERTIFICATION</b>  |                                 |   |   |
| <ul style="list-style-type: none"> <li>BLS (CPR) course offerings can be found on the LVHN intranet.<br/>On the LVHN homepage, select Departments, Non-Clinical, EMI.<br/>Select the course type, choose the date, and use the registration form to enroll in the course of your choice.</li> <li>Newly hired employees who need CPR certification will continue to attend Orientation CPR. Classes are held monthly at EMI.</li> <li><b>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.</b></li> </ul> <p>If you need any additional assistance, please call EMI 484-884-0011.</p> |                                 |   |   |