

**Scheduling Coord**  
**Classroom Orientation Schedule**  
**May 29, 2023**

Training Coordinator Contact Name and email #: [Liza Podlasinski \(Elizab\\_A.Podlasinski@lvhn.org\)](mailto:Elizab_A.Podlasinski@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<br>*SUBJECT TO CHANGE  |
|--|---|--|---|
| <b>WEEK #1</b>   |   |  |   |
| Monday<br>5/29/2023  | As Assigned   | Memorial Day   | As Assigned   |
| Tuesday<br>5/30/2023   | 0800-1115<br><br>1300-1630                                  | <b>ONBOARDING DAY 1: CONNECTIONS WEBEX</b><br><br><b>CONNECTIONS PM</b>          | As per the directions sent by Human Resources<br><br>At the following hospital sites:<br>(LVH-CC, LVH-M, LVH-Hazleton, LVH-Schuylkill and LVH-Pocono) |
| Wednesday<br>5/31/2023   | 0800-1600   | Department Orientation   | Local Home Care Office  |
| Thursday<br>6/1/2023   | 0800-1600   | Department Orientation   | Local Home Care Office  |
| Friday<br>6/2/2023   | 0800-1600   | Department Orientation   | Local Home Care Office  |
| <b>WEEK #2</b>   |   |  |   |
| Monday<br>6/5/2023   | 0800-1600   | Department Orientation   | Local Home Care Office  |
| Tuesday<br>6/6/2023  | 0800-1600   | Department Orientation   | Local Home Care Office  |
| Wednesday<br>6/7/2023  | 0800-1200<br><br><span style="color: red;">1230-1630</span> | Department Orientation<br><br><span style="color: red;">Dorothy Scheduler</span> | Local Home Care Office<br><br><span style="color: red;">Center for Healthcare Education</span>  |
| Thursday<br>6/8/2023   | 0800-1600   | Department Orientation   | Local Home Care Office  |
| Friday<br>6/9/2023   | 0800-1600   | Department Orientation   | Local Home Care Office  |
| <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> |   |  |   |