

### March 5-9

Visit [LVHN Daily—Hazleton](#) to read these stories:

#### Refer an RN With ER Experience

A \$20,000 sign-on bonus is being offered at LVH–Hazleton.

#### HR, Payroll and More Changes Coming

It's the next step in our integration with LVHN.

#### Updated Kronos Attendance System Launches March 25

Colleagues need to re-enroll fingerprints for new time clocks.

#### Leadership Rounds Scheduled March 5-16

Bring comments, questions and suggestions to your leaders.

#### Third Quarter Mandatory Education Bundle Available

Complete sessions by March 30 in HealthStream.

#### See If You Won Phantoms Tickets

Winners get two tickets to the March 31 game.

#### Colleague Relief Fund Offers Support

[Learn More](#)



#### Medtronic Partnership Will Reduce Costs

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#### Submit Ideas to the Bright Idea Generator

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## LVHN news

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Do Your Kindergarten  
Vaccination Homework

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Carbon Monoxide Awareness  
During Storms

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LVPG Offers Allergy Program

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# \$20,000 Sign-on Bonus for Qualifying Emergency Department RNs

BY JANE DANISH · MARCH 6, 2018

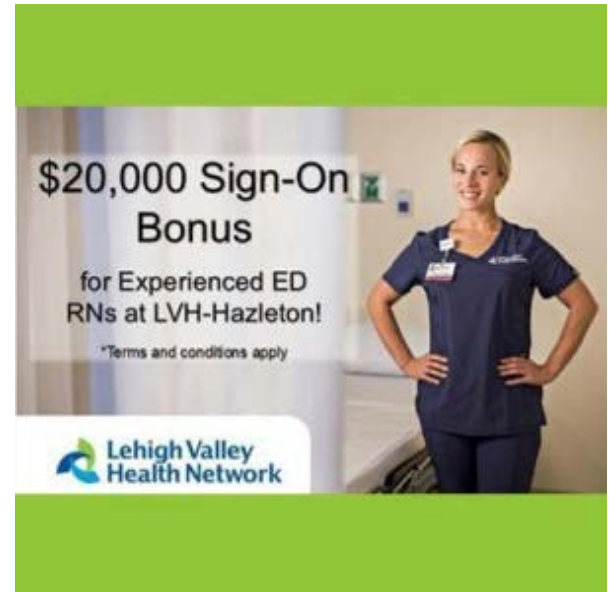
As we continue to position our organization for the future, LVHN is committed to recruiting for essential positions in services where there is high demand and community need. One such area is the recruitment of registered nurses (RNs) for the emergency department at LVH–Hazleton.

To meeting the growing needs of our community, LVHN is offering a \$20,000 sign-on bonus for licensed RNs with more than one year of emergency department experience to work at our LVH-Hazleton location.

## **How can I help?**

We need your help to attract this talent to LVH–Hazleton. If you know of anyone with the qualifying experience, submit their name through our RN referral form at [lvhn.org/referrn](http://lvhn.org/referrn). Then, encourage them to complete a quick 30-second application at [lvhn.org/quickapply](http://lvhn.org/quickapply). Please spread the word by telling your family and friends, and sharing it on any of your social networking platforms. You could qualify for a referral bonus.

Also, don't forget about the recruitment and bonus opportunities available to colleagues as we continue our search for talent in other critical areas, such as physicians, advanced practice clinicians (APCs) and medical assistants. Learn more about [three earning opportunities for colleagues](#).



# March Brings Positive Changes to Human Resources, Payroll and Time and Attendance Programs

BY JANE DANISH · MARCH 2, 2018

One of the goals of integration is to make all facilities within LVHN look and act as one. This includes the synchronizing of information technology and business cultures. Another goal is to gain efficiencies in work processes by improving the way we share data and other resources throughout the health network.

Throughout March, Hazleton colleagues will be introduced to changes in the way we gather, store and retrieve your human resources (HR) information, updates to time management through Kronos (time and attendance application), and a new tool to easily access all HR-related information.

Colleagues will be asked to participate in the integration process by attending training sessions and completing other required tasks.

Below is an introduction to the changes. More information will follow on each of the new services.



- March 25 is the go-live date for implementation of the updated Kronos time management system. The new version of Kronos has a brand new look with new features and functions for both managers and colleagues. New timeclocks are starting to be installed throughout LVHN facilities in Hazleton.
- On March 25, LVH–Hazleton will convert to the Lawson HR/Payroll system. Unlike our current system, each colleague’s HR and payroll information will be maintained in one location in one system that now will be accessible to all respective colleagues. This will be an interactive system where colleagues can update their own demographic information, view their time-off balances and benefits, complete yearly benefit enrollment, and so much more. Training sessions are being scheduled and will be announced next week.
- With the go live of the Lawson HR/Payroll system comes a brand new tool called the Colleague Resource Center. This resource center will be a “one-stop shop” where colleagues will be able to get all the HR-related information they need. The information from the Lawson HR/Payroll system will reside within the Colleague Resource Center, which will be easily accessible from the LVH–Hazleton intranet.

Be sure to check back Monday for more information on updates to the Kronos time and attendance system and what is required of each colleague who clocks in using biometrics (your fingerprint).

# Updated Kronos Time and Attendance System Launches March 25

BY JANE DANISH · MARCH 6, 2018

March 25 is the go-live date for implementation of the updated Kronos time and attendance system throughout LVHN facilities in Hazleton. The new version of Kronos has a brand new look with new features and functions for both managers and colleagues. New time clocks are starting to be installed throughout the Hazleton facilities in preparation for the March 25 launch.

## How will this affect me?

- All colleagues who currently clock in using a time clock will need to re-enroll their fingerprints for the new program environment. Even if you clock in with only an ID badge, you still will need to enroll with a fingerprint.
- **Between now and March 15** you will need to re-enroll your fingerprint on a new clock located in the Security office.
- Your manager has received a schedule for the re-enrollment process of colleagues on all campuses. Please contact him or her for more information.
- **After March 25**, you will not be able to clock in without re-enrolling first.

## How can I learn more about the new Kronos system?

To help managers and colleagues become familiar and confident with the new Kronos system, specific Kronos Learning Paths containing training materials are currently available through Hazleton's HealthStream mandatory education program. The Kronos Learning Paths are **mandatory** for managers and colleagues to complete prior to the launch. It is highly recommended the learning paths are **completed by March 12**. See your manager for more information on the learning paths in HealthStream.

Additionally, there will be instructor-led Kronos training sessions for managers during the week of March 12. Registration information is forthcoming.



## Leadership Rounds With Colleagues Scheduled March 5-16

BY [JANE DANISH](#) · MARCH 5, 2018

LVH–Hazleton senior leaders are continuing rounds to visit with colleagues in the nursing and ancillary departments.

Do you have a question, comment or suggestion? Take note of when rounds will be in your area and feel free to stop one of our leaders to talk about it. Together, we can make a difference for our colleagues and our patients.

**LEADERSHIP ROUNDS-NURSING**  
Mar. 5-9

LOCATION/DEPARTMENTS	DATE AND TIME	LEADER
Emergency Department	March 6 at 1:30 p.m.	Melissa <u>Curto</u>
2 <sup>nd</sup> Floor Nursing Unit	March 8 at 10:30 a.m.	Murray Swim
3 <sup>rd</sup> Floor Nursing Unit	March 8 at 1 p.m.	Dr. Tony Valente
5 <sup>th</sup> Floor Nursing Unit	March 6 at 6 a.m.	John Fletcher

**LEADERSHIP ROUNDS-ANCILLARY**  
Mar. 12-16

LOCATION/DEPARTMENTS	DATE AND TIME	LEADER
<u>Hospital-Lower Level</u> Purchasing/Storeroom, Central /Sterile Supply, Food Service, Housekeeping, Pharmacy	March 15 at 11 a.m.	Dr. Tony Valente
<u>Hospital 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> floors</u> Respiratory Therapy, PT, Cardiology, 5 <sup>th</sup> floor nursing unit	March 12 at 10 a.m.	Melissa <u>Curto</u>
<u>Hospital-First Floor</u> Admissions, switchboard, PAT/SPU, Endo, OR, Radiology	March 15 at 2 p.m.	John Fletcher
<u>Healthy Beginnings</u>  <u>Health &amp; Wellness Center</u> Fitness, Rehab, Occ Health, Lab, Cardiac Diagnostics, Radiology, Patient Access, Café, Welcome Desk.	March 13 at 1 p.m.	Michele Roberts
<u>Hospital Campus Buildings</u> B&E: Marketing, Community Relations, Bariatrics, Patient Access, Home Health, Finance	March 15 at 10 a.m.	Murray Swim

## Third Quarter Mandatory Education Bundle Now Available

BY JANE DANISH · MARCH 5, 2018

The HealthStream mandatory education bundle for the third quarter of fiscal year 2018 is now available. You have until March 30 to complete the sessions. Simply go to the LVH–Hazleton intranet and click the “Annual Mandatory Education” link.

This quarter’s education bundle includes:

- Basic Infection Control and Prevention
- Falls Non-clinical
- Exploring Cultural Awareness

For assistance, contact your manager or the education department at extension 4326 or 4906.





## See If You Won Phantoms Tickets

BY [EMILY MITCHELL](#) · MARCH 5, 2018

Did you enter to win free tickets to the Phantoms game? If so, see if your name is on the list of winners below. Each winner will receive a total of two tickets. Tickets may be picked up at the PPL Center box office beginning Monday, March 12. The box office is located at 7<sup>th</sup> & Hamilton streets. Its hours of operation are Monday-Friday, 10 a.m.-5 p.m. (later on event nights). It's also open Saturday and Sunday on event days only. Tickets also may be picked up on the evening of the game.

Tickets will be reserved under the names of the winners as listed and only released to those individuals. Photo identification, such as your health network ID badge or driver's license, will be required at the time of pick up.

Please review this list closely, paying attention to email addresses. Colleagues with identical names will be differentiated by email address, as it was completed on the entry form.

The winners are:



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