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Utilizing the Master Training Schedule Tool – Benefits and Limitations

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Utilizing the Master Training Schedule Tool – Benefits and Limitations

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EPIC Transformation Project, Information Services

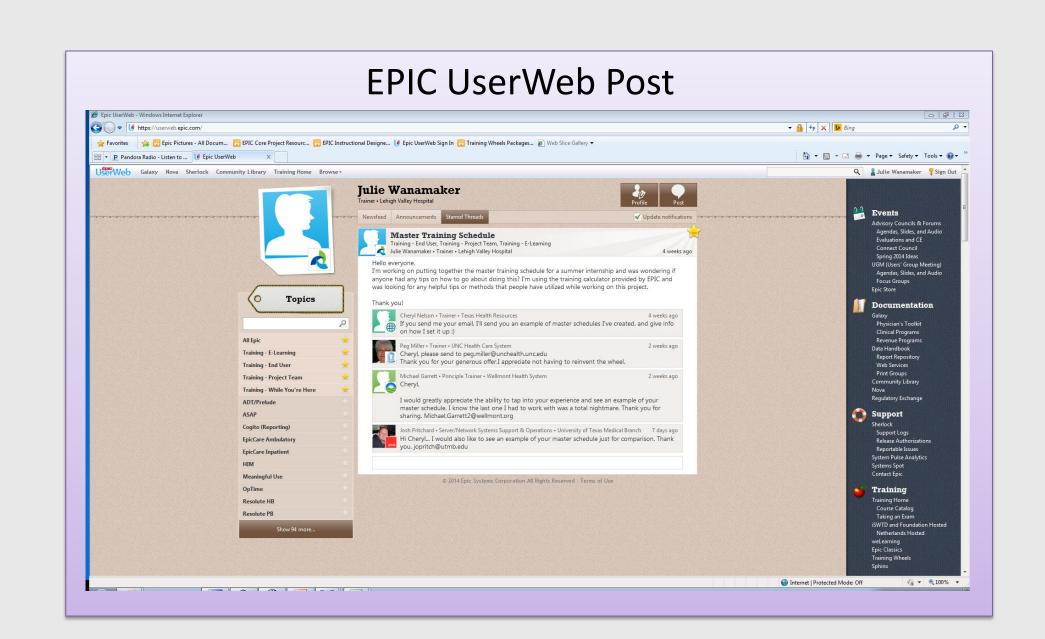
Lehigh Valley Health Network Allentown, PA

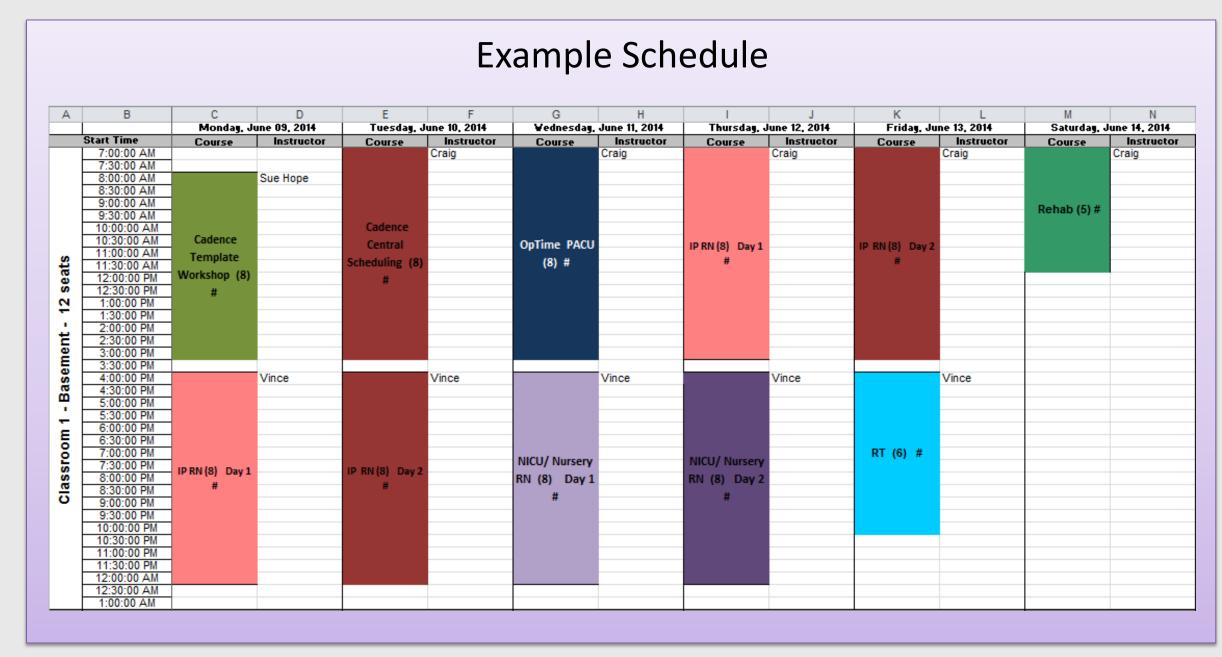
Background

Early next year, Lehigh Valley Health Network will be making the change to EPIC, an integrated electronic health record (EHR). The major benefit of this implementation is to merge many stand-alone applications into one comprehensive system for improved patient record accessibility across the care continuum. While EPIC will be the catalyst that facilitates greater effective care, it also requires every employee to participate in required training to use the system to its full potential. Therefore, to provide training, a master schedule is needed to manage the large volumes of classes. My research project this summer is to determine is the Master training schedule template provided by EPIC is useful in terms of assessing occupancy, high demand dates, and room availability for effectively training a large end user population.

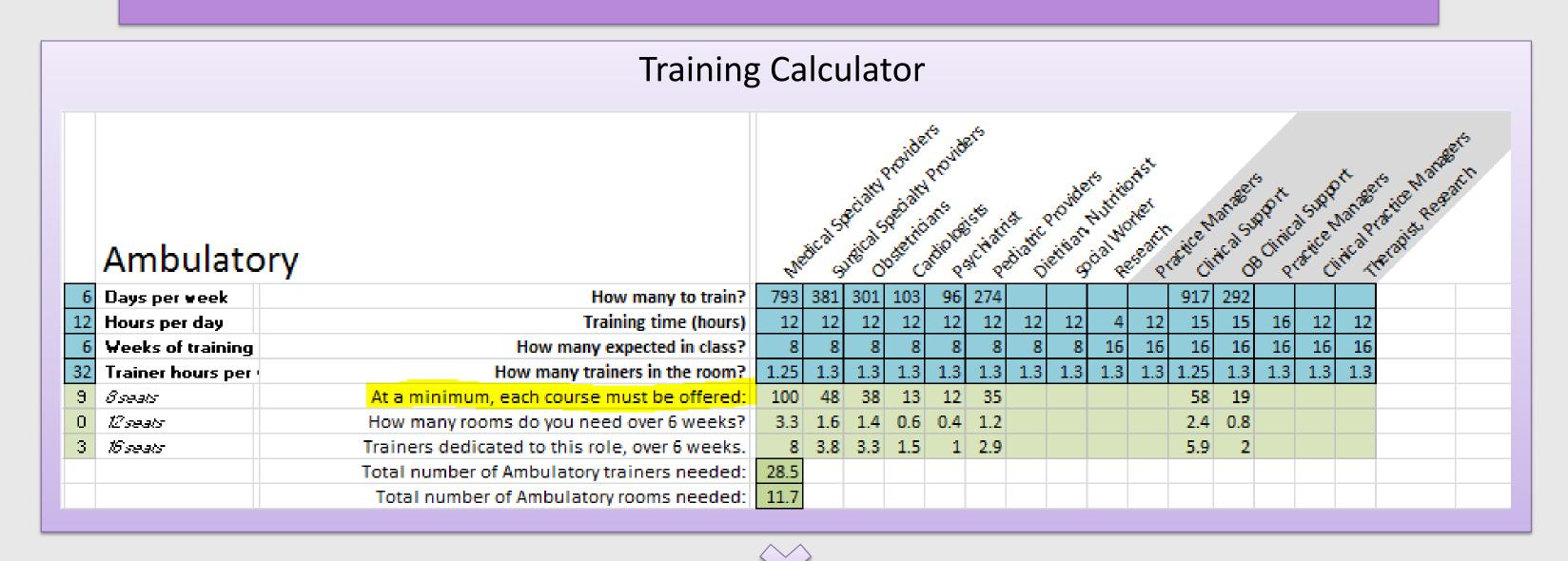
While my final project was to put together this schedule, there were other pieces that needed to be completed and reviewed. Along with the schedule template provided by EPIC, a training calculator was also provided. The training calculator is an Excel spreadsheet that calculates the number of classes needed to deliver each application's curriculum to a specific group of users based on the total number of end users, seats in the classroom, and available trainers.

Consulted Materials





Methods



	week 1	week 2	week 3	week 4	week 5	
1 of 1	20%	20%	20%	20%	20%	1009
1 of 2	40%	30%	20%	10%	0%	1009
2 of 2		10%	20%	30%	40%	1009
1 of 3	60%	27%	11%	1%	1%	1009
2 of 3		32%	40%	27%	1%	1009
3 of 3		1%	9%	32%	58%	1009
1 of 4	80%	14%	4%	1%	1%	1009
2 of 4		63%	34%	2%	1%	1009
3 of 4		2%	33%	45%	20%	1009
4 of 4		1%	9%	32%	58%	1009
Total # of classes this week	0.8	0.8	0.8	0.8	0.8	

=(VLOOKUP(\$C:\$C,Percentages!\$D\$2:\$I\$11,2,FALSE)*E3)



Track Code	Class Name		Class Length	Total Number of Times Offered	Week 1	Week 2	Week 3	Week 4	Week 5
	Cadence			294	58.8	58.8	58.8	58.8	59.14
CAD1FD	Front Desk 100	1 of 3	5	64	38	17	7	1	1
CAD2FD	Front Desk 200	2 of 3	5	64	0	20	26	17	1
CAD3FD	Front Desk 300	3 of 3	5	64	0	1	6	20	37
CAD1CS	Central Scheduler 100	1 of 3	4	6	4	2	1	0	0
CAD2CS	Central Scheduler 200	2 of 3	4	6	0	2	2	2	0
CAD3CS	Central Scheduler 300	3 of 3	4	6	0	0	1	2	3
	Clinical Scheduler 100	1 of 2	5	34	14	10	7	3	0
	Clinical Scheduler 200	2 of 2	5	34	0	3	7	10	14
CAD1PM	Practice Manager 100	1 of 4	5	4	3	1	0	0	0
CAD2PM	Practice Manager 200	2 of 4	5	4	0	3	1	0	0
CAD3PM	Practice Manager 300	3 of 4	5	4	0	0	1	2	1
CAD4PM	Practice Manager 400	4 of 4	4	4	0	0	0	1	2

Results

After compiling the necessary facets, I was able to create a master training schedule considering the needed criteria. Using a template that was provided by the EPIC Training Specialist which included available rooms and time frames, I used the numbers that were calculated from the formula to populate the schedule. Taking in mind these restrictions and a method of staggering classes that was suggested to me, it was fairly simple to generate a comprehensive schedule. This project gave me the opportunity to create a formula that could possibly help other EPIC clients build their own schedules in the future. I was able to utilize my skills to consider the needs of the customer and create a product that met the requirements of the company while making it accessible and manageable to the learner.

Training Facility at One City Center



Additional Learning Experiences

-Creating Badge Swipe Events
-Data Entry for Super User project
-Compiling Candidate list for Credentialed Trainers
-Instructional Designer and Trainer collaboration
(providing needed materials for training sessions)

REFERENCES

1. Example Schedule provided by Cheryl Nelson, RN, Principal Trainer, Texas Health Resources