St. Luke’s Center – Training Logistics
“Your Home for Epic Training”

Parking for Training

- Staff going to Epic training Monday through Friday will be parking at the Iron Pigs stadium for training (located across the street from St. Luke’s Center). The St. Luke’s Center (SLC) does not have enough parking spaces to hold all of our employee’s and staff coming for Epic training. We will be providing shuttling services that will pick you up at Iron Pigs Stadium and drop you off at the front lobby of St. Luke’s Center.
- **NEW!** Please see attached image of the Iron Pigs Stadium for a visual of where you need to park. You should be parking in the Dr. Pepper lot.
- **NEW!** If you are taking a Saturday or Sunday class please park at the St. Luke’s Center parking garage or visitors lot in the front of the building.
- **NEW!** Please be prepared for all weather circumstances. (i.e. bring an umbrella, rain or snow boots, snow brush or shovel).
- **Iron Pigs Address:** 1050 Ironpigs Way, Allentown, PA 18109
- Please be in the Iron Pigs parking lot at least 30 minutes before of your class time.

Below are Google Directions & the estimated travel time from each campus:

- **Allentown:** [Click here](#) for directions from Allentown to SLC.
  - It takes approximately 20 minutes to get from Allentown Campus to SLC.
- **Anderson:** [Click here](#) for directions from Anderson to SLC.
  - It takes approximately 30 minutes to get from Anderson Campus to SLC.
- **Bethlehem:** [Click here](#) for directions from Bethlehem to SLC.
  - It takes approximately 15 minutes to get from Bethlehem Campus to SLC.
- **Miners:** [Click here](#) for directions from Miners to SLC.
  - It takes approximately 1 hour and 10 minutes to get from Miners Campus to SLC.
- **Quakertown:** [Click here](#) for directions from Quakertown to SLC.
  - It takes approximately 45 minutes to get from Quakertown Campus to SLC.
- **Warren:** [Click here](#) for directions from Warren to SLC.
  - It takes approximately 40 minutes to get from Warren Campus to SLC.

Cafeteria/Food/Beverages at St. Luke’s Center

- Staff may choose to bring their own food to eat after classes. (i.e. if you are released from your class at 11 am you can go off campus, home, etc. to eat your lunch).
- The Cafeteria hours:
  - **Monday - Friday**
    - 7:00 am – 10:30 am
    - 11:00 am – 2:00 pm
    - 5:00 pm – 7:00 pm
  - **Saturday**
    - 7:00 am – 2:00 pm
- There will be a food & beverage kiosk that will have on the go food, juices, water & coffee that will be open along with the cafeteria. The hours are:
  - **Monday - Friday**
    - [**NEW**](#) (extended time) 6:15 am – 3:00 pm
- The cafeteria and coffee kiosk **does not** accept Payroll Deduction.
- There are microwaves in the cafeteria for staff use.
- **NEW** There will be vending machines on both sides of the building that will have snacks and beverages 24/7.
- Comfort breaks are included in classroom hours.
- Classes that are six (6) or more hours also included a thirty (30) minute, unpaid meal break.

**Handicap Situations**

- If you are in need of assistance while at SLC for training please call us 48 hours before your class date at 484-526-8884 and we will be able to assist your needs.

**Epic Classroom Training**

- Know your assigned classroom and the name of your course.
- All classes will begin promptly at their start time. Anyone who is more than 20 minutes late to class will not be permitted to join the class.
- Know your Network ID (how you log into the computer with) and your password
  - Your ID is the first 6 letters of your last name and your first initial.
  - You can find your ID when you badge into a computer at the start of your shift.
  - Your login name will be above where you enter your password.
  - If you have trouble logging in please email the Help Desk at sluhn@servicenow.com or call 484-526-3338
- **NEW** Please bring your own notebook and pen or pencil to class.
- **NEW** Credentialed Trainers are not clinical experts, so may not be able to answer all complex workflow questions. They will take your questions and get back to you as soon as they can.
- **NEW** All personal cellular, wireless, pagers and/or electronic equipment must be maintained on silent mode and preferably turned OFF during the program.
- **NEW** Course completion and access: In order to activate your access to Epic you must complete all course components Part 1, Part 2, My eLearning, etc. and then complete your final test to gain access.
- **Click here** to view a map of the first floor training center.

**Dress Code for Training**

- Business Casual attire is acceptable for Epic training.
  - An example of appropriate Business Casual attire is slacks with blouse/shirt/sweater and ballet flats/loafers. For your personal comfort, please dress in appropriate layers in order to account for variations in room temperature. Absolutely no jeans, denim, shorts, sneakers, sweats, hoodies or flip-flops are permitted.
- If you are coming straight off the floor and going to your class you may wear your scrubs as long as they are clean and presentable.
- You must wear your St. Luke’s ID badge.
Epic Class Cancelation due to Weather

- The weather may vary as we are training for Epic which may lead to class cancelations. To find out if your class is canceled please check the below for cancelation notifications:
  - [www.slhn.org](http://www.slhn.org) (weather cancellations tab)
  - PNN
  - Call us at 484-526-8884 and listen to our play back for details about class cancelations