

# OD & Learning (Educational Services) is moving to the Hoover Building on 4/5/2022.

### Where is ODL moving?

On 4/5, the Organizational Development and Learning (ODL) Department is closed to move to Riverside's Hoover Building. The Hoover Building is located at 1905 West Court Street in Kankakee, IL. Our front door is the door facing Court Street. We plan to be fully re-opened on 4/6 at 8AM.

## Why is ODL moving?

To move closer to the customers we serve and to be back on the Riverside Campus. We are grateful for the wonderful support from KCC and all of Riverside since 2017 when we moved off-campus. Our new space will allow us to be more efficient—and provides additional meeting space for the entire health system.

## What are the ODL Phone Numbers and Hours?

Primary hours are 8AM to 5PM. Our phone numbers, fax and extensions stay the same.

How do I drop off my training checklists and other training documents? To avoid delays recording training in OLIE, please avoid interoffice mailing any paper documents. Instead, please scan and email them as an attachment to our new training document email account: OLIEEducation@rhc.net. Or drop by and see us in person!

#### Where is the HeartCode CPR skills station?

The HeartCode CPR station continues to be accessible 24-7 in B307 at Riverside Medical Center on the 3rd floor—south of the Room of Magic at the hallway intersection with the D Elevators. B307 is also our satellite office at RMC.

We also have a HeartCode station at the Hoover Building.

# How do I reserve a projection screen, AV equipment, HeartCode station, or CPR manikins?

Same as before--call or email OD and Learning Department. You will need to plan for pick up and return of equipment.

#### Can I reserve a room at Hoover?

Yes—call ext. 22702, or 815-935-3276, or email olieeducation@rhc.net. If you need access to complete online training, please call ahead to assure a computer lab is available for you.

## <u>Directions to our new space – come visit us!</u>

Located at 1905 West Court Street, Kankakee, IL. We are at the FRONT of the building (our front door faces Court Street).

# Other Questions regarding our move? Things we might have missed?

Please contact OD and Learning.

Thank you for your support during our move.



Revised: 3/29/2022