

January 18, 2011

Group Shift Schedule (for Instructor-Led Groups)

Summary:

The Group Shift Schedule provides:

- a daily schedule of all instructor-led Groups on a unit, allowing shift-by-shift scheduling of Day/Evening shifts, weekends, and other efforts to resolve scheduling overlaps.
- identification of special shifts such as "Orientation" or "Observation only".

Associated Icons:



Group Shift Schedule



Group Shift Schedule – shift changes exist



Switch Shift between day and evening

MTW+ = Default MTW plus shifts on other days

Background

The scheduling challenges of accommodating instructor-led Groups require the ability to make detailed scheduling changes to the "default" schedule of a Group placement.

Examples of detailed scheduling changes:

- The default Group schedule is Mon/Tues, but some weekend rotations are required;
- Some shifts in a schedule can be removed, such as a statutory holiday or reading break.
- Two groups will share a unit by alternating Day/Evening shifts.

Requirements for using the Group Shift Schedule

- In order to display properly in the Schedule, the default schedule in Details must be set to specific Days (e.g. MTW) and Times (Shift Code, or start plus end times). Groups with a default schedule of blank, Various days, or Various times will not be displayed (Shift Hours as drawn will equal "0") and an orange warning will appear:

Group Summary												
Nickname	Plc. Agency	Program	Cohort	Course	Days	Shift	Size	Course Hrs.	Shift Hrs.	Ref#	Action	
UBC331	UBC	BSN/Basic	Fall2005	Nurs331	Var	D8	6/6	120	0	3493	n/a	- Days and Shifts must be specified (not blank or Various) to be included in Shift Schedule

- The use of Shift codes (such as D8 or D7) will improve your efficiency when using the Group Shift Schedule, when making shift changes such as alternating Days/Evenings. If your educational program wishes to implement Shift Codes, you need to check the "Use Shift Codes" checkbox in Department setup.

Phone	604	-	-	-	L	
Fax	604	-	-			
<input checked="" type="checkbox"/> Use Shift Codes e.g. D8, E8 (instead of Start & End Times)						

Viewing the Shift Schedule (All Users)

(See screen sample below)

1. Click the Group Shift Schedule icon to open the Schedule window.
2. **Group Nicknames** - Each request is displayed by its "nickname", automatically defined as the first few letters of the school name plus a number (e.g. UBC-1, UOtt-2).
3. **Group Summary** - This table lists all Groups on the unit and key information such as group size, default shift schedule, days of the week, and Reference #.

Group Summary											
Nickname	Plc. Agency	Program	Cohort	Course	Days	Shift	Size	Course Hrs.	Shift Hrs.	Ref #	Action
UBC-1	UBC	BSN/Basic	Fall 2006	Nurs330	MT	D8	3/6	160	160	37986	n/a
UBC-2	UBC	BSN/Basic	Fall 2006	Nurs330	U	1300-1500	3/6	2	20	37994	n/a
VCC-3	VCC	LPN	Class 164	3728	MTW	0700-1530	4/8	120	127.5	39538	n/a
VCC-4	VCC	LPN	Class 164	3727	MT	0700-1500	2/8	42	48	40063	n/a

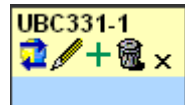
NOTE: Shift hours are displayed in red if the total of all displayed Shifts ("Shift Hrs.") is under or over the required Course hours (default in Details).

4. **View PR** - Select a single Group from this dropdown in order to view shifts for that Group only, or select ALL to view all Groups on the unit.
5. **12-hour Shifts** – Extended shifts occupy both the Day and Evening spaces, and display the indicator .
6. **Group Overlaps** - If 2 or more Groups overlap on a shift, their nicknames appear in red.

View PR: ALL Print Details Refresh View Check Conflicts Close Window										
Week Of	Shift	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Shifts	
Sep 4/06	D	VCC-4	VCC-4							2
	E									0
Sep 11/06	D	VCC-4	VCC-4							2
	E									0
Sep 18/06	D	VCC-4	UBC-1 D12							2
	E							UBC-2		1
Sep 25/06	D	UBC-1	UBC-1							2
	E							UBC-2		1
Oct 2/06	D	UBC-1	UBC-1							2
	E							UBC-2		1
Oct 9/06	D	UBC-1	UBC-1	VCC-3						5
	E	VCC-3	VCC-3					UBC-2		1

Editing the Shift Schedule (Placing and NIS Coordinators only)

1. If a Group nickname on the schedule is **bold**, that Group is editable by the current user – each educational program may only edit their own Groups. Click on a Group nickname to edit that shift – several icons will appear:



Switch Shift - changes a single Day shift to Evening, or vice versa (requires use of Shift Codes)

Edit Shift

- Change the shift **Date** (to another day of the week)
- Change the **Shift Code** (e.g. from D8 to D12) and start time, or change start and end times if shift codes are not used. The choice of "No Shift" is equivalent to deleting a shift, and can be used in combination with other choices below (e.g. to delete all shifts in a week).

- Change the **Shift Type** (e.g. Orientation, Chart Review, or Observation-only).

NOTE – if a shift should NOT count towards a student's required

Course hours, be sure to clear the checkbox to "Include in Course Hours".

Editing UBC-2 (Ref# 4737) Shift date Apr 7/08

Date:

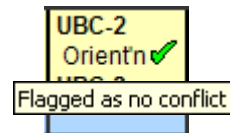
Shift Code: * Start Time: (24-hour format)

Shift Type: Include in Course Hours Flag overlaps as Conflict

Apply change to entire week (starting on this day)

Repeat: None every week every 2nd week every 3rd week

- **Exempt** a shift from conflict checking – e.g. if an Orientation shift is permitted to overlap with another Group. The resulting "no conflict" shift will appear with a green checkmark:
- **Apply shift/times change** to all shifts in the week (e.g. change entire week to evenings)
- **Repeat** the weekly schedule – e.g. to schedule Alternating Days/Evenings every 2nd week



+ Add Shift - to create a new shift (e.g. to add a weekend shift)

Delete Shift - e.g. to remove a shift for a statutory holiday

Reset Shifts – this will delete all shift amendments and will reset the displayed shifts to match the default schedule in the Details screen.

Automatic Conflict Checking (only for Agencies using NIS Tools)

A group of schools in a region or province may elect to enable Conflict Flagging, so that overlapping Group placements are marked with a warning flag . The flag can be set:

- **manually**, by a central coordinator or committee who identifies and monitors conflicts (and who may also resolve the conflicts and remove the flag), or
- **automatically** by HSPnet, and cleared automatically by changing the default schedule in Details (such as moving all shifts to evenings) or by resolving individual shift overlaps in the Group Shift Schedule, and clearing conflict flags via the button.

Note – it is important that all educational programs in a jurisdiction agree to use Conflict flagging at the same time, rather than some programs being checked while others are not. If your jurisdiction wishes to implement Conflict Checking (automated or manual), please contact Help Desk at support@hspcanada.net.

In the example below, two groups are in conflict on the Wednesday day shift:

Group Summary											
Nickname	Pic. Agency	Program	Cohort	Course	Days	Shift	Size	Course Hrs.	Shift Hrs.	Ref #	Action
UBC-1	UBC	BSN/Basic	Fall2006	Nurs320G	TW	D8	6/6	128	32	3821	Reset Shifts
UBC-2	UBC	BSN/Basic	Fall2006	Nurs320G	MW	D9	5/5	256	306	3822	n/a

View PR: | | |

Week Of	Shift	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Shifts
Jan 1/07	D		UBC-1	UBC-1					3
	E			UBC-2					0

Upon resolving the conflict by moving UBC-2 to evenings, the Check Conflicts button turns red to remind you that changes have been made and conflicts should be re-checked.

View PR: ALL Print Details Refresh View Check Conflicts Close Window									
Week Of	Shift	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Shifts
Jan 1/07	D		UBC-1	UBC-2					2
	E			UBC-1					1

Once all changes have been made, click **Check Conflicts** to re-check all requests and reset conflict flags. In the example above, no conflicts remain and the red flags are now cleared (in this screen and in the Outbox upon closing the window).

Group Summary											
Nickname	Pic. Agency	Program	Cohort	Course	Days	Shift	Size	Course Hrs.	Shift Hrs.	Ref#	Action
UBC-1	UBC	BSN/Basic	Fall2006	Nurs320G	TW	D8	6/6	128	32	3821	Reset Shifts
UBC-2	UBC	BSN/Basic	Fall2006	Nurs320G	MW	D9	5/5	256	306	3822	n/a

View PR: ALL Print Details Refresh View Check Conflicts Close Window									
Week Of	Shift	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Shifts
Jan 1/07	D		UBC-1	UBC-2					2
	E			UBC-1					1

Important Points to Remember

- When the Group Shift Schedule is closed after making one or more Shift changes, the Inbox/Outbox is updated to reflect changes that have occurred:
 - If any shifts have changed, the Schedule icon is updated to show “Shift changes exist”.
 - If the default schedule was previously days only and any evening shifts have been added, the Shift icon will be updated to reflect a mix of days and evenings .
 - If the default schedule has been changed to add shifts on another day of the week, the Days indicator will include “+” (e.g. Mon/Tue/Weds plus some weekends would display as “MTW+”).

We hope you enjoy these advanced scheduling features. If you have any questions or need assistance with the Group Shift Schedule or Automatic Conflict Checking in HSPnet, please don't hesitate to contact us at support@hspcanada.net.

Regards,
HSPnet Team