

August 25, 2010

Individual Shift Schedule (for non-Group placements)

Summary:

The Individual Shift Schedule provides a daily schedule of all Groups on a unit, allowing shift-by-shift scheduling of Day/Evening shifts, weekends, and other efforts to resolve scheduling overlaps.

Associated Icons:



Individual Schedule – shift changes exist



Switch Shift between day and evening

Background:

Detailed shift scheduling is useful for individual placements such as preceptorships or fieldwork, to communicate schedule information among coordinators, instructors, preceptors and students.

Examples:

- A student will follow the schedule of his or her preceptor, and needs to know the shift rotation;
- A student will rotate through several areas of a program, spending a few days in each area.

Activating the Shift Schedule (All Users)

1. In Details, click the Individual Shift Schedule icon to open the Schedule window.
2. The Schedule will automatically be filtered to a single placement (student). If you want to view other students in the same Destination during that period, select ALL from the **View PR** dropdown.
3. **Placement Nicknames** - Each request is displayed by its "nickname". If the student hasn't been assigned or if student name hasn't yet been released, the nickname is the first few letters of the school name and a number (e.g. UBC-1, UOtt-2).
4. **Placement Summary** - This table lists all students on the unit and key information such as default shift schedule (D8), days of the week (if not "Various"), and Reference #. If the default schedule is "Various", then the table row is shaded orange and no shifts will be drawn on the schedule until actual shifts are added.

Agency: ASMontreal Site: Centre universitaire de santé ... Service: Extended Care Destination: MIN 2E
Term: Spring/Sum2007 (May 1/07 to Aug 31/07)

Placement Summary - Days and Shifts must be specified (not blank or Various) to be included in Shift Schedule

Nickname	Placing Agency	Program	Cohort	Course	Days	Shift	Course Hours	Shift Hours	Ref #	Action	!
UdeM-1	UdeM	BSN/Basic	Fall2005	Nurs460		D8	320	0	3987	n/a	

View PR: UdeM-1 #3987 [Print Details](#) | [Refresh View](#) | [Close Window](#)

- 12-hour Shifts** - An indicator ↓ appears if a shift is 12 hours (and occupies both Day and Eve spaces).
- Shift details** – each shift displays the student nickname (first initial plus part of last name), the preceptor nickname (if assigned), and shift code or start and end times. In the example below, the preceptor schedule (days/nights) has been entered, and her name appears in italics.

Agency: **ASMontreal** Site: **Centre universitaire de santé ...** Service: **Extended Care** Destination: **MIN 2E**
 Term: **Spring/Sum2007 (May 1/07 to Aug 31/07)**

Placement Summary

Nickname	Placing Agency	Program	Cohort	Course	Days	Shift	Course Hours	Shift Hours	Ref #	Action !
UdeM-1	UdeM	BSN/Basic	Fall2005	Nurs460		D12	96	96	3987	Reset

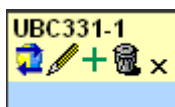
View PR: **UdeM-1 #3987** [Print Details](#) | [Refresh View](#) | [Close Window](#)

Week Of	Shift	Mon	Tue	Wed	Thu	Fri	Sat	Sun
May 7/07	D							
	E							
	N							
May 14/07	D		UdeM-1↓ D12 <i>L.Nolan</i>	UdeM-1↓ D12 <i>L.Nolan</i>				
	E				UdeM-1↓ N12 <i>L.Nolan</i>	UdeM-1↓ N12 <i>L.Nolan</i>		
	N							
May 21/07	D			UdeM-1↓ D12 <i>L.Nolan</i>	UdeM-1↓ D12 <i>L.Nolan</i>			
	E					UdeM-1↓ N12 <i>L.Nolan</i>	UdeM-1↓ N12 <i>L.Nolan</i>	
	N							

Editing the Shift Schedule (*Placing and Receiving Coordinators*)

If a placement nickname on the schedule is **bold**, that placement is editable by the current user.

- Click on a nickname to edit that shift.



- Click an icon in order to:

- Switch Shift - changes a single Day shift to Evening, or vice versa (requires Shift Codes)
- Delete Shift - deletes the shift (e.g. to remove a shift for a statutory holiday)
- Edit Shift
 - Change the shift Date (to another day of the week)
 - Change the Shift Code (e.g. from D8 to D12) or change start/end times
 - Switch Shifts for all shifts in week (e.g. move entire week to Evening shifts)

Editing UBC331-1 (Ref# 3494) Shift date May 8/06


New Date: *

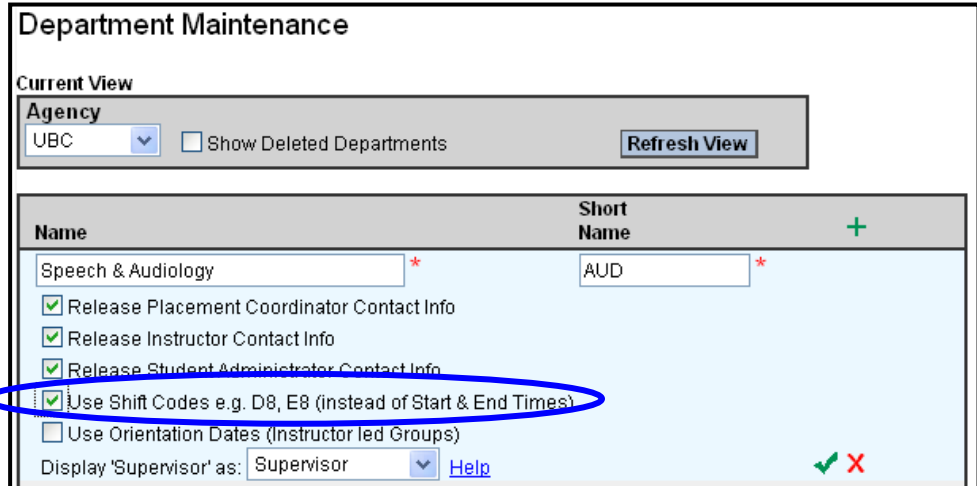
New Shift Code: * **New Start Time:** (24-hour format)

Apply shift/times change to entire week (starting on this day)

- Add Shift - to create a new shift

Important Points to Remember

- When the Individual Shift Schedule is closed after making one or more Shift changes, the Inbox/Outbox is updated to display the schedule icon  to show that a detailed schedule has been entered:
- The use of Shift codes (such as D8 or D7) will greatly improve the efficiency of the Shift Schedule, especially when making shift changes such as alternating days/evenings. If your educational program wishes to implement Shift Codes, you need to enable the checkbox in Department setup:



Department Maintenance

Current View

Agency
UBC Show Deleted Departments

Name	Short Name	
Speech & Audiology *	AUD *	+
<input checked="" type="checkbox"/> Release Placement Coordinator Contact Info		
<input checked="" type="checkbox"/> Release Instructor Contact Info		
<input checked="" type="checkbox"/> Release Student Administrator Contact Info		
<input checked="" type="checkbox"/> Use Shift Codes e.g. D8, E8 (instead of Start & End Times)		
<input type="checkbox"/> Use Orientation Dates (Instructor led Groups)		
Display 'Supervisor' as: Supervisor <input type="button" value="Help"/>		✓ X

We hope you enjoy this feature. If you have any questions or need assistance with the Individual Shift Schedule, please don't hesitate to contact us at support@hspcanada.net.

HSPnet Team
Health Sciences Placement Network
www.hspcanada.net